

United States Environmental Protection Agency		1. DUTY LOCATION		2. POSITION NUMBER	
POSITION DESCRIPTION COVERSHEET				00007311	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>US OPM PCS for Administrative Work in the Information Technology Group GS-2200, 5/01</i>					
		b. Title	c. Service	d. Series	e. Grade
Official Allocation	IT Specialist (Data Mgt)		GS	2210	13
4. SUPERVISOR'S RECOMMENDATION		IT Specialist (Data Mgmt)	GS	2210	13
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
			Le, Trang		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Office of Water			f.		
c. Office of Ground Water and Drinking Water			g.		
d. Drinking Water Protection Division/Infrastructure Branch			h. Organizational Code 46064001		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Charles Job, Branch Chief			d. Typed Name and Title of Second-Level Supervisor Stephen F. Heare, Division Director		
b. Signature <i>Charles Job</i>		c. Date 7/3/08	e. Signature <i>Stephen F. Heare</i>		f. Date 7/3/08
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 00					
d. Bargaining Unit Code 0011		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature <i>[Signature]</i>	
				g. Date 9/25/08	
11. REMARKS <u>STATEMENT OF DIFFERENCE:</u> MR					

**Information Technology Specialist
Drinking Water Protection Division (DWPD)
Infrastructure Program
GS-2210-13**

POSITION NUMBER: IT Specialist -GS-2210-13
ORGANIZATIONAL CODE: 46064001
ORGANIZATIONAL LOCATION: OW/OGWDW/DWPD/IB

I. INTRODUCTION

The Office of Ground Water and Drinking Water is responsible for developing and directing national policy with respect to the country's drinking water supplies, pursuant to the Safe Drinking Water Act. The Office is responsible for establishing and implementing all drinking water efforts within the Agency in order to protect public water systems from those contaminants found in the distribution systems of public water supplies, which are anticipated to be harmful to human health. The Office of Ground Water and Drinking Water also provides technical advice and guidance to other Federal agencies in the development of standards and regulations.

This position is located in the Infrastructure Program, Drinking Water Protection Division (DWPD) in the Office of Ground Water and Drinking Water (OGWDW), under the Assistant Administrator for Water. The OGWDW implements the Safe Drinking Water Act and Agency policies by establishing standards, developing standards, developing regulations, policies, and guidelines to protect the public health and welfare as well as being responsible for overseeing the implementation of the Agency's Ground Water Protection Strategy. Division functions include development and management of the Safe Drinking Water Information System (SDWIS), and development of SDWIS enhancements to serve Division-led programs. The division is responsible for the management of the Public Water Supply Supervision (PWSS), Comprehensive State Ground Water Protection (CSGWPP), the Underground Injection Control (UIC), and the Wellhead Protection (WHPP) programs as well as providing technical assistance and policy coordination on ground water and drinking water issues to all Agency programs.

The incumbent serves to organize, analyze, write about, and convey information and data relative to drinking water program policies under the direction of the supervisor or senior scientist or analyst. These policies affect State and local governments, industry, and other agencies or entities collecting and using drinking water and related data. These policies must address such issues as standards for collecting and storing data sets, as well as methods for sharing and disseminating such information in a manner that focuses on specific environmental and program objectives. The incumbent is capable of obtaining, storing, and retrieving data electronically, and of creating database files to store data and to retrieve that data, as well as to input data to the database files and manipulate data through use of geographic information systems. The incumbent will also have training and/or experience in a field related to drinking water standards and protection, such as environmental science, biology, hydrology, geology, chemistry, engineering, environmental/public health science, or statistics. Additionally, the incumbent will assume contract management responsibilities as a Contract Officer

Representative. The incumbent will work with management and other team members to help inform and develop strategies for deployment and operation and maintenance of data systems considering budget implications and internal and external stakeholder dynamics.

The incumbent will work with external stakeholders to address their concerns about submitting data.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Identifies, organizes, processes, stores, retrieves, and analyzes necessary data for purposes of preparing drinking water standards regulations. Uses electronic data management techniques to organize, input, process, store, and retrieve data, including geographic information systems (GIS). Develops databases to input, store and retrieve drinking water related data, using existing software and identifying other software when necessary, and accessing and using those databases. Requires proficiency with various software packages (Microsoft Access, Excel, etc.), and in database programming (e.g., Visual Basic, SQL Server, etc.). Familiarity with several database environments (Java, Oracle, etc.) is a plus, but is not a requirement of the position. Also, familiarity with data warehouses (ETL, OLAP, Data Marts, Pivot Tables, etc.) is a plus, but is not a requirement of the position. Works with others on, and leads, teams to conduct these activities. Works with others on teams to conduct these activities.
- Prepares and identifies information that should be conveyed to the public, Congress, industry, and other constituencies, and organizes and prepares information and data to respond to requests from supervisor or constituents. Works with supervisor and other staff to determine the best methods for conveying the data and information to constituent groups, including the use of the Internet and other public outreach technologies, in presenting the data and information. Consults, with supervisor and senior analysts on political factors that should be considered and included in providing information to the public, Congress, industry and other constituents.
- Serves as a Program/Division information technology specialist for input, development, preparation, review, and reporting of data and information to be used for technical analyses and in regulations and guidance documents. Applies knowledge of electronic data bases and information management techniques, including geographic information systems, to assist supervisor, team, or workgroup in developing regulations, and guidelines. Relates knowledge of scientific and technical fields to identifying, obtaining, organizing, inputting, retrieving, and analyzing the data in assistance the supervisor, team, and workgroup.

Works across agency to achieve successful collaboration using exchange network and feeding into other databases, as budgets and individual Office plans allow. Demonstrates an ability to resolve complex technical problems. Crafts solutions to benefit OGWDW data systems working with other program offices and understanding other program offices' software and hardware challenges.

- Coordinates direction to provide information and data management assistance to teams or workgroups, and to Regions, as appropriate. Develops information and data to evaluate

alternative outcomes, feasible options and project consequences, recognizing the limitations of the data. Incumbent consults with other Information Technology Specialists and other scientist and analysts on the best methods to display data and information, including the use of geographic information systems.

- Serves as Contracting Officer Representative. Must complete appropriate training. Prepares statements of work; independent government estimates; assigns, tracks and reviews contractor progress and work; approves deliverables; manages budget; provides technical direction as necessary; and performs all other duties associated with work assignment management. Responsible for reporting to supervisor on project progress and contractor efficacy.
 - Works with managers and team members to help inform and develop strategies for database deployment and operation and maintenance. Researches and provides analysis of costs and internal capabilities as they apply to phases of database development and deployment. Understands and communicates effectively to management the status of stakeholders' electronic data supporting implementation of drinking water programs. Informs management of possibilities related to data flow and manipulation to help develop strategies for working with internal and external stakeholders.
 - Serves as a work assignment manager and directs the contractor in the design, construction, operation and maintenance of the data system. Assesses funding and schedule needs and initiates all paperwork necessary to implement the work assignment. Oversees contractor performance and determines appropriateness of contractor expenditures.
 - Consults with the supervisor, provides updating information and data management to teams or workgroups, and to Regions, as appropriate. The incumbent is expected to develop information and data to manage evaluating alternative outcomes, feasible options, and project consequences, recognizing the limitations of the data.
 - With limited direction from the supervisor, conducts specific data and information searches and analyses related to complex technical policy problems. Such data and information searches and analyses may involve working with other Programs, Divisions, and other offices.
- Works directly with external stakeholders to resolve data submittal problems. Independently identifies appropriate level of support and responses to State data submitters. Communicates periodically with management and understands when to involve management in specific issues.
- Perform other duties as assigned.

**GS-13 GRADE LEVEL CRITERIA
PROFESSIONAL/ADMINISTRATIVE/SCIENTIFIC POSITION**

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-8 1550

Points

Knowledge of a wide range of concepts, principles, and practices in Information Technology, such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments.

- ❖ Must be proficient various software packages (Microsoft Access, Excel, etc.), and with database programming (e.g., Visual Basic, SQL Server, etc.).
- ❖ Ability to retrieve data, develop and maintain electronic databases for scientific and other technical field applications.
- ❖ Ability to coordinate program activities and projects.
- ❖ Knowledge of contracts management.
- ❖ The incumbent must be familiar with several database environments (Java, Oracle, etc.).
- ❖ Familiarity with data warehouses (ETL, OLAP, Data Marts, Pivot Tables, etc.)
- ❖ Incumbent is familiar with stakeholder issues surrounding data submittal.

SUPERVISORY CONTROLS

Level 2-4 450

Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise; coordinating the work with others; and interpreting, policy on own initiative in terms of established objectives.

GUIDELINES

Level 3-5 650

Points

Guidelines are general policies, directives, and agency regulations. Employee is required to use judgement to determine areas that need development and/or study. Uses ingenuity to devise and plan projects to investigate areas and carry out the work. Is a technical authority/expert, responsible for developing and interpreting agency guidelines and uses considerable judgement to determine needed revisions and additions to the guides.

COMPLEXITY

Level 4-5 325

Points

Assignments have very complex, controversial, and unconventional features; involve distilling national goals, objectives, and priorities into regional application; or involve developing material to supplement and interpret Headquarters' guidelines. The work requires originating new techniques, establishing criteria, or developing new information.

SCOPE AND EFFECT

Level 5-5 325

Points

The purpose of the work is to provide technical and administrative guidance and the leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; involve delicate coordination or negotiation of major consequence, or which entail prominent and fundamental matters

with potential for far-reaching scope or impact.

PERSONAL CONTACTS

Level 6-3 60

Points

Contacts include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

PURPOSE OF CONTACTS

Level 7-3 120 Points

Purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiating settlement of differences, and resolve problem areas or controversies.

PHYSICAL DEMANDS

Level 8-1 5

Points

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

WORK ENVIRONMENT

Level 9-1 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS = 3490

POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION

Washington, DC

2. POSITION NUMBER

JB00088

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	14	
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

Ellen Tarquinio

7. ORGANIZATION (Give complete organizational breakdown)

c.

a. U.S. ENVIRONMENTAL PROTECTION AGENCY

f.

b. Office of Water

g.

c. Office of Wastewater Management

h. Employing Office Location

d. Water Infrastructure Division

i. Organization Code

JAB10000

8. SUPERVISORY STATUS

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE:G) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE:G.
- ☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Sonia Brubaker, Acting Chief, WIRFC Center

d. Typed Name and Title of Second-Level Supervisor

Rafael Stein, Director, Water Infrastructure Division

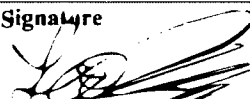
b. Signature



c. Date

08/14/18

e. Signature



f. Date

08/14/18

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential

XX This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code NA	
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (10 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature DIANE FOX Digitally signed by DIANE FOX Date: 2018.09.06 09:09:46 -04'00'		j. Date

I. REMARKS

Sensitivity Level - Non-Sensitive

**OW; OWM; MSD; IO
EPS, GS-0028-14**

PRIMARY PURPOSE: MSD supports the Federal Water Pollution Control Act and the Clean Water Act by promoting effective and responsible water use, treatment, disposal and management. Responsibilities include: providing national policy direction, managing and overseeing a variety of water infrastructure financing programs; promoting efficient water use through the WaterSense program (product specification, consumer education, public awareness, technical assistance, and partnerships); promoting sustainable water and wastewater infrastructure through partnerships, tools, and training; and developing and disseminating technical information and assistance on community water resource management.

MAJOR DUTIES AND RESPONSIBILITIES:

This position serves as a senior project manager assigned to the Municipal Support Division's Immediate Office, providing guidance and technical direction to enhance the Division's ability to:

- Lead efforts to promote innovative financial tools (such as loan guarantees), public-private partnership (P3) opportunities and non-traditional finance concepts to better leverage existing federal funding programs such as the State Revolving Funds. This includes promoting public private collaboration, providing peer-to-peer learning and training workshops, developing P3 models and tools, and maintaining an ongoing dialogue with the financial community to encourage investment in the water market.
- Explore and promote innovative financing to increase climate resilient infrastructure projects (for example, water and energy efficiency for utilities, water reuse, and green infrastructure).
- Support communities in development of sustainable sources of funding, particularly for storm water activities. Technical assistance will focus on the value of a sustainable funding sources and alternatives analysis for funding opportunities. The Division will also explore and share institutional best practices to support communities seeking to develop or improve stormwater utilities.
- Build upon existing work to further support small community water systems to build financial capacity through collaboration with the U.S. Department of Agriculture. The work will focus on planning to support future infrastructure investments (applications, exploring financing options, planning and design); expanding current work with States to engage small communities on financial management; enhance collaboration with USDA on coordinated federal funding to small communities; explore opportunities to bundle multiple small projects to attract institutional capital.

The incumbent ensures the strategic plan, mission, vision, and values are communicated Agency staff. Works closely with the Director of the Office of Wastewater Management and the Director of the Municipal Support Division to manage the full range of functions to position the Division for the efforts listed above.

The incumbent coordinates and advises senior management on the development of the necessary workforce and implementation of these enhanced efforts; coordinates with external stakeholders; participates and supports the participation of senior EPA officials in the activities; prepares talking points, briefing papers, program proposals and similar materials; participates in conferences and workshops that provide technical and policy guidance to EPA and non-EPA personnel; and provides outreach to states, local governments and the financial community to support these activities.

The incumbent applies expert regulatory knowledge of the Clean Water Act and other environmental laws, regulations and policies affecting the enhanced efforts. He/she resolves complex program and project issues which require an unusual understanding of linkages between various CWA and other environmental laws and programs. The incumbent must process voluminous information from a variety of conflicting points of view and synthesize analyses of policy options and advise decision makers. He/she must conduct analyses and make recommendations in consideration of and reference to the relevant statutes, regulations, policies and political environment.

The incumbent is responsible for continually anticipating national environmental policy issues, acting on own initiative to apply state-of-the-art knowledge, tools and techniques to assist national policy development on these issues and for synthesizing the policy analysis, with recommendations, into complete, usable briefings for decision makers. These analyses and recommendations typically must be completed with minimum supervision, under extremely short deadlines and significant political pressure without the benefit of established guidelines and precedents. The analysis must reduce voluminous and possibly conflicting written material and condense policy analysis, including assessments of the influence of current and expected political environment within which the policy is expected to be implemented.

The incumbent conducts or coordinates analyses or evaluations of cross-cutting technical and policy issues relating to the Agency's efforts to promote innovative wastewater infrastructure financing. He/she identifies specific or potential impacts of proposed policies on existing EPA policies and programs, Federal agencies, and State and local programs and activities. He/she provides advice and assistance to the Office Director and Division Director on such policy and technical issues.

The incumbent is responsible for researching best practices for sustainable municipal utilities, innovations in green infrastructure, water efficiency and reuse, and energy efficiency in the context of water infrastructure. He/she is also responsible for researching innovative financial tools and ways to quantify water infrastructure benefits to support the enhanced Division activities.

The incumbent administers contracts and/or intra- and inter-agency agreements directing special studies or program assessment involving the enhanced efforts. He/she is responsible for providing technical direction and guidance to contractors and for maintaining a high degree of coordination between EPA, support contractors, and partner Agencies. He/she recognizes problem areas and independently develops and implements corrective actions, and keeps management fully informed of contract resources, and aware of resource needs.

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-8 1550 Pts

Mastery of program concepts, principles, practices, methods and techniques sufficient to resolve novel or obscure problems; extend and modify techniques; develop new approaches that guide other environmental specialist who solve a variety of technical problems; and /or apply new, innovative, or experimental environmental protection theories, developments, or practices to problems or studies not susceptible to treatment by acceptable methods. The environmental protection specialist is recognized as an authority in a particular program or function.

The work requires expert knowledge of the Clean Water Act and related Federal, State, and local laws and regulations, documentation and reporting requirements and rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important national NPDES permit, storm water, and pretreatment policies and programs.

The position requires a comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency environmental programs (e .g. developing and maintaining an agency-wide environmental management information system, developing agency guidelines governing environmental operation, analyzing major programs and proposing legislation with respect to the agency's program goals and objectives).

Skill in managing complex environmental projects to balance competing issues and workloads.

SUPERVISORY CONTROLS

Level 2-5 650 Pts

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The specialist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions are accepted as technically sound even though final approval may depend on formal action by high-level management. The specialist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current environmental developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

GUIDELINES

Level 3-5 650 Pts

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level, the specialist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other specialists, or policy-makers within or outside the agency.

COMPLEXITY

Level 4-5 325 Pts

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between environmental and management requirements. The work requires originating innovative environmental techniques, establishing criteria and standards applicable to wide range of problems and conditions, or developing new concepts or approaches that advance the state-of-the-art.

SCOPE AND EFFECT

Level 5-6 450 Pts

The work includes the resolution of a broad range of critical or highly unusual problems, development of innovative approaches or guide, or the determination of the effectiveness and validity of proposed or current policies and national programs. The specialist serves as an expert adviser and consultant to officials and managers within or outside the agency on a broad range of environmental activities and broad policy issues.

PERSONAL CONTACTS

Level 6-3 See #7

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, consumer advocacy groups, and in some cases the media and elected officials.

PURPOSE OF CONTACTS

Level 7-C 180 Pts

The purpose of contacts is to justify, defend, negotiate, or settle controversial and far reaching matters through active participation in conferences, meetings or presentations.

PHYSICAL DEMANDS

Level 8-1 5 Pts

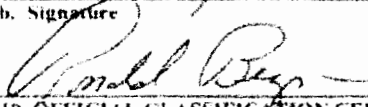
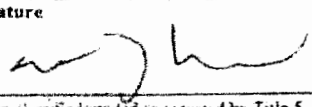
The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

WORK ENVIRONMENT

Level 9-1 5 Pts

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS - 3815 = GS-14

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER N002813	
3. CLASSIFICATION ACTION: * Reference of Series and Date of Standards Used to Classify this Position Protection Specialist, GS-09 (FPL:13) Updated 3/13/13 RTP-SSC Standardized PD-Environmental					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CTC
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	11	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Leslie Temple			
7. ORGANIZATION (Give complete organizational breakdown)		c. Protection Branch			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Water		g.			
c. Office of Ground Water and Drinking Water		h. Employing Office Location Washington, DC			
d. Drinking Water Protection Division		i. Organization Code JDAC0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE-G) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE-G. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
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a. Typed Name and Title of Immediate Supervisor Maria Lopez-Carbo, Branch Chief		d. Typed Name and Title of Second-Level Supervisor Anna Thompkins, Division Director			
b. Signature 	c. Date 12/7/16	e. Signature 		f. Date 12/8/16	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1. Low <input type="checkbox"/> 2. Moderate <input type="checkbox"/> 3. High Security Clearance Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation: This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 01/06/17
11. REMARKS Standardized PD					

**Environmental Protection Specialist
GS-0028-11**

POSITION SUMMARY:

As an Environmental Protection Specialist specializing in non-regulatory strategies for the reduction or prevention of pollution you will:

- Develop non-regulatory strategies and approaches based on well-established precedents to reduce or prevent pollution and conserve natural resources;
- Provide guidance and technical information to stakeholders on their activities by adapting guidelines and precedents to specific issues or problems to promote a multimedia approach to pollution prevention/source reduction;
- Write substantial portions of policy analyses for pollution prevention regulations, directives, and programs;
- Recommend changes and additions to portions of strategies and plans for communicating regulatory and policy decisions and programmatic information to affected and interested parties.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

25%

Develop non-regulatory strategies and approaches based on well-established precedents to reduce or prevent pollution and conserve natural resources. Identify, analyze, and make recommendations to resolve conventional pollution prevention problems and situations for the agency, industry and states. Provide advice to the agency and stakeholders on established precedents and procedures and documentation to implement the Pollution Prevention Act (PPA). May participate in workgroups for development of regulatory and non-regulatory strategies and approaches. Coordinate technical, legal and policy-related input from all workgroup members. Assist in preparation of briefings to interpret regulations and draft non-regulatory guidance letters to implement programmatic initiatives and/or incorporate existing and well-precedented policies into non-regulatory strategies and approaches.

DUTY 2

25%

Provide guidance and technical information to stakeholders on their activities by adapting guidelines and precedents to specific issues or problems to promote a multimedia approach to pollution prevention/source reduction. Identify regulatory and non-regulatory barriers to source reduction and of opportunities for using routine program activities. Identify industries and pollutants that require priority assistance in multi-media source reduction. Track stakeholder progress in adapting to and following agency policy and programmatic objectives. Evaluate effectiveness of non-regulatory program activities and recommend adjustment or changes. Consider a wide range of unusual issues, to include but not limited to pollutants deposited through different media, variations in industry practices and effects of regulatory implementation. Provide advice on technical aspects of precedented pollution prevention methods, source reduction and conservation approaches.

Standardized PD – Environmental Protection Specialist, GS-11 (FPL: 13) UPDATED 3/13/13 RTP-SSC

DUTY 3**25%**

Write substantial portions of policy analyses for pollution prevention regulations, directives, and programs. Review and implement statutes, regulations, standards, policies, and operating guidance for routine pollution prevention integration and analysis activities. Provide analyses and recommendations for studies, program plans and proposals. Participate in studies of diverse pollution prevention issues affecting the authorities and coverage of the PPA and related directives.

DUTY 4**25%**

Recommend changes and additions to portions of strategies and plans for communicating regulatory and policy decisions and programmatic information to affected and interested parties. Assist in developing Federal Register notices and procedural material to solicit input from stakeholders and affected parties and to clarify Agency direction in particular areas. Participate in interagency task forces formed to advise on programmatic initiatives, provide timely input and coordinating issues with other Federal and state agencies, executives of large private companies, national regional trade associations and non-governmental organizations, as appropriate. Provide advice, confer and exchange information with Agency personnel, Federal and State officials, citizen groups and industry on matters related to pollution prevention activities. Implement non-regulatory objectives and procedures and prepare documentation to support organization and Agency plans, policies and regulations.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- 1) Knowledge of environmental regulations and directives related to pollution prevention and/or conservation of natural resources;
 - 2) Knowledge of pollutants and exposures to integrate multi-media approaches to prevent pollution;
 - 3) Ability to identify that environmental effects are considered in planning and decision-making;
 - 4) Ability to assist in developing plans;
 - 5) Skill in oral communication;
 - 6) Skill in written communication.
-

FACTOR LEVEL DESCRIPTIONS:**Factor 1 - Knowledge Required by the Position****Level 1-7 (1250 points)**

Standardized PD – Environmental Protection Specialist, GS-11 (FPL: 13) UPDATED 3/13/13 RTP-SSC

Knowledge of statutes and laws governing pollution prevention and/or conservation of natural resources sufficient to implement and interpret regulations and directives and solve complex problems involving diverse aspects of pollution.

Knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements sufficient to make recommendations significantly changing, interpreting pollution prevention policies and programs for national environmental protection activities.

Practical knowledge of pollutants and exposures in order to devise multi-media approaches to prevent pollution instead of controlling or transferring it to other parts of the environment.

Ability to identify that environmental effects are considered in planning and decision-making, that these considerations are documented, and that provision is made for public involvement.

Ability to maintain current knowledge and keep abreast of developments at the federal, state and local level and private sector on aspects that effect pollution prevention, source reduction and/or conservation of natural resources.

Ability to communicate orally and in writing to prepare briefings, policy analyses, Federal Register notices for internal and external audiences.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done. The Environmental Protection Specialist, having developed expertise in environmental issues related to pollution prevention/source reduction, policy analysis/development and providing advice on operating guidance and program design, has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3 - Guidelines

Level 3-3 (275 points)

Precedent materials relating to the Pollution Prevention Act (PPA), administrative policies and precedents, laws, regional or area directives, agency regulations and technical references are usually available but are not always completely applicable to specific work assignments. The environmental protection specialist uses judgment in choosing, interpreting, and adapting guidelines and precedents to specific issues or problems in accordance with established policies and accepted practice, researching regulations and determining the relationship between the guidelines and State and Federal needs and requirements and in recommending changes to procedures.

Factor 4 - Complexity

Level 4-4 (225 points)

Standardized PD – Environmental Protection Specialist, GS-11 (FPL: 13) UPDATED 3/13/13 RTP-SSC

The work includes a wide variety of duties for well-established aspects of pollution prevention and natural resource conservation programs. Includes a wide variety of duties involving diverse and complex technical and administrative problems and considerations and processes. Decisions regarding what needs to be done depend on assessment of unusual facts or conditions and decisions influenced by interpretation of data, refining existing criteria and modifying conventional methods and techniques.

Factor 5 - Scope and Effect

Level 5-3 (150 points)

The purpose of the work is to plan and carry out a variety of routine program activities to identify methods of preventing or reducing pollution. The work involves identifying, analyzing, and making recommendations to resolve conventional pollution prevention problems and situations that are covered by established precedents and procedures. Assignments may include portions of broader activities or complete projects of limited scope.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Level 3c (180 points)

Persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are representatives of Federal or State regulatory agencies, professional organizations, trade association or non-governmental organizations, the regulated industry and public interest community. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

The purpose of contacts is to influence, motivate, or persuade persons or groups who are not in agreement with the Agency and who must be approached skillfully to obtain the desired effect.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9 - Work Environment



Level 9-1 (5 points)

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated.

TOTAL POINTS: 2540

GS-12 Grade Range: 2355-2750

POSITION RISK DESIGNATION: Low

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Seattle, Washington		2. POSITION NUMBER See Remarks	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position a) JFS for Professional Work in the Engineering & Architectural Grp, GS-0800 series, 11/08; b) JFS for Professional Work in the Physical Science Grp, GS-1300 series, HRCD-4, 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	
4. Supervisor's Recommendation	Interdisciplinary EE/PS	GS	0819/1301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Ricardo Duran			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Water & Watersheds		g.			
c. Drinking Water Unit		h. Employing Office Location Seattle, Washington			
d.		i. Organization Code ZBB00000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Marie Jennings, Manager, Drinking Water Unit			Mike Lidgard, Acting Director, Office of Water & Watersheds		
b. Signature		c. Date	e. Signature		f. Date
		10/24/17			10/26/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		<input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination	
				<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
				f. Functional Classification Code	
				42	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
1361		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		Deborah Lafayette	
				j. Date	
				11/09/2017	
11. REMARKS If Selected as an Environmental Engineer the PD # will be D081913; If selected as a Physical Scientist the PD # will be D130113.					

POSITION DESCRIPTION
Environmental Protection Agency
R10, OWW, Drinking Water Unit
Interdisciplinary Environmental Engineer/Physical Scientist
GS-0819/1301-13

INTRODUCTION

This position is located in Region 10 Office of Water & Watersheds, Drinking Water Unit that oversees the regulation of drinking water quality and the reliability of delivery systems in Alaska, Idaho, Oregon and Alaska. The Public Water System Supervision (PWSS) program, authorized by the Safe Drinking Water Act (SDWA); was created to ensure safe drinking water for human consumption. Region 10 directly implemented a PWSS program for tribally-owned and operated public water systems. The incumbent; as a Tribal drinking water environmental engineer/physical scientist; has responsibility for the technical oversight of 140 Tribal drinking water systems in the Pacific Northwest which involves working with tribal utilities, water resource agencies and individual owners and operators of water systems. The incumbent is the Region 10 regulatory expert for the following rules: Surface Water Treatment Rules and the Lead and Copper Rule (LCR) and serves as the senior drinking water technical regulatory expert for Region 10 on national, regional and state issues regarding the development and implementation of the surface water treatment and LCR rules.

MAJOR DUTIES AND RESPONSIBILITIES

Senior Drinking Water Technical Regulatory Expert - (40%) - The incumbent serves as SDWA technical advisor, providing technical support and guidance to the regulated community; advising program managers and staff, facilitating the development, promotion, interpretation and implementation of regional and national drinking water program objectives.

As regulatory expert for the Lead and Copper Rule, the incumbent serves as the lead corrosion control engineer/scientist for the Drinking Water Tribal Program as well as a resource to the Region 10 states in the following areas:

Provide corrosion control expertise for the leach of lead from drinking water facility pipes to support Tribal projects and operations including conducting and reviewing corrosion monitoring design and analyses, corrosion management, corrosivity studies, chemicals inhibitor qualification, selection, testing and optimization for drinking water utilities.

Plan, produce, review and approve specifications and related technical documents covering all materials and corrosion mitigation aspects.

Maintains recognized industry codes and standards relevant to corrosion and materials discipline, providing advice, guidance on interpretation and use where appropriate.

Develop and update corrosion mitigation strategies for the drinking water systems.

Help in selecting the required repairs and quality control tests to restore equipment integrity.

Work with Tribes and states to evaluate corrosion control for lead and implement technologies where possible in the area of managing corrosion as well as work with headquarters to develop and deliver trainings on how to optimize corrosion control for public water systems (PWS).

The incumbent also represents Region 10 on Agency workgroups to develop new drinking water rules, regulations and guidance. Develops training materials and workshops, attends conferences and committee meetings, and submits articles for professional organization newsletters and journals. Prepares testimony for public hearings and makes presentations on drinking water topics such as regulations and rule implementation at meetings and conferences. Incumbent also serves as the regional expert on addressing lead and copper issues and optimizing corrosion control to deliver safe water at customer's tap.

Tribal Drinking Water Environmental Engineer (30%)

The incumbent is responsible for planning, organizing and coordinating all activities relating to the production, treatment, delivery, and maintenance of potable and non-potable water systems for all tribal drinking water systems in Region 10. Responsibilities also include working with the Indian Health Service to coordinate water production, expansion, and water quality analysis activities with various the Tribes. Responsibilities also include the following:

Coordinates the monitoring and treatment of surface water systems, well water and associated equipment in conjunction with the Indian Health Service to maintain system integrity.

Providing extensive technical assistance in investigating and correcting public water system contamination problems, including recommendations for corrective actions.

Review and comment on water treatment applications and approvals for health related treatment systems as well as review and comment on plans and specifications for all Tribal drinking water systems in Region 10.

Provide compliance guidance to Tribal PWS owners, operators and contractors as well as interpret state and federal requirements to PWS owners and operators.

Provide regulatory assistance in implementation of required actions and training, information and education to owners and operators of PWS, external partners, other department staff and the interested public regarding the PWS program.

Participate in developing and implementing strategies for new rules and policies.

Responsible for developing and designing forms and materials needed to implement the drinking water rules for the Region 10 Tribal drinking water systems. Makes formal presentations of a technical and policy nature for Tribes and groups working on behalf of Tribes. Disseminates scientific/ technical information through oral briefings, written documents, workshops, or

conferences.

Drinking Water Small Systems Coordinator (30%) - The incumbent will serve as the coordinator for the Capacity Development and Operator Certification programs in Region 10. Incumbent is responsible for working with the Region 10 States to implement the federally required Capacity Development and Operator Certification Programs to ensure public water systems throughout the region have sufficient technical, financial and managerial capacity to safely and effectively operate and maintain their water system utilities in a manner that is protective of public health.

Responsibilities also include conducting and leading Comprehensive Performance Evaluations (CPE) of drinking water systems to determine capacity for states and the Drinking Water Tribal program. A CPE is a thorough review and analysis of a drinking water filtration plant's performance and an assessment of the impact of administrative design, operation, and maintenance practices on the plant's turbidity levels.

Incumbent will perform the following functions in order to complete a CPE:
Assessment of plant performance; evaluation of major unit processes; identification and prioritization of performance limiting factors; assessment of the applicability of follow-up activities necessary; and preparation of a CPE report.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION Level 1-8 1550 points

1. Thorough knowledge of the Safe Drinking Water Regulations and extensive knowledge of water supply facilities and practices, and their application to public health protection.
2. Comprehensive technical engineering skills in inspection and maintenance and integrity management systems specially and materials/ corrosion engineering generally.
3. Professional engineering knowledge of the principles, practices, and theories of public water supply systems and treatment, water distribution, and source water protection. Ability to apply engineering and environmental science principals to resolve mechanical and operation deficiencies, and to make recommendations or decisions affecting the development of major policies or programs addressing critical technical and policy issues. Ability to assess compliance, through inspection, sampling, review of chemical data, interpretation of data, and field observation. Capability to assess degree of risk posed by contamination incidents and respond in an appropriate and timely manner.
4. Professional knowledge of the concepts, principles, and practices of chemistry, physics, or other physical science discipline, and public health as they apply to source water protection and public water supply systems; intakes, treatment, storage and distribution. Has the ability to assess water system regulatory compliance through inspection, sampling, review and interpretation of monitoring data, and field observation. Has the capability to assess degree of

public health risk posed by single or multiple deficiencies due contamination incidents with microbiological, chemical and radiological agents; mechanical or treatment deficiencies; or sanitary deficiencies throughout the system. Capable of responding appropriately and in a timely manner to non-compliance and public health situations ranging from emergencies to general system deficiencies.

5. Ability to represent Region/Agency on drinking water program related matters to the wide range of stakeholders in various forums such as program workplan negotiations, meetings, and making presentations at conferences, developing and providing training on the drinking water regulatory program and/or security.

6. Ability to effectively communicate orally and in writing, and the ability to work constructively in sensitive situations with others representing a broad range of interests. Also need to have an understanding of public health issues related to consumption of water, including a working knowledge of toxicology, risk assessment, and risk communication. Sensitivity to cultural and political issues inherent with federal-tribal relations. Ability to educate the public on a variety of public health and compliance issues in a manner that encourages action without aggravating fear.

FACTOR 2 – SUPERVISORY CONTROLS Level 2-4 450 points

Manager for the Drinking Water Office makes assignments in the form of broad, general objectives with broad overall priorities and timeframes for completion. The incumbent recommends and develops the various specific tasks and work products that are to be done and establishes the intermediate milestones, schedule and priorities. The incumbent independently plans and performs own work, resolving complex technical, programmatic, and/or administrative problems, recommending solutions and displaying a high degree of initiative and independence in achieving objectives and completing tasks. The incumbent regularly represents the Agency in dealing with the public and state(s), other federal and local agencies. The incumbent renders advice independently but keeps supervisor informed of major or controversial issues. The supervisor reviews completed work for general consistency with the original objectives and Agency policy and guidance.

FACTOR 3 – GUIDELINES Level 3-4 450 points

Guidelines are generally broad and nonspecific. Employee is required to use resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or, to resolve situations where precedents are not available or applicable.

FACTOR 4 – COMPLEXITY Level 4-5 325 points

Environmental Engineer: Assignments include a broad range of duties which include a comprehensive technical understanding of drinking water system treatment and distribution considerations for addressing national regulations and requirements.

FACTOR 5 – SCOPE AND EFFECT Level 5-5 325 points

Environmental Engineer: The purpose of the work is to serve as a technical authority and provide the guidance and leadership to implement or resolve complex technical, administrative or political problems and issues. Efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs.

FACTOR 6 – PERSONAL CONTACTS Level 6-3 60 points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state, tribal and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials.

FACTOR 7 – PURPOSE OF CONTACTS Level 7-3 120 points

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

FACTOR 8 – PHYSICAL DEMANDS Level 8-1 5 points

The work is largely sedentary in nature, however, during field visits, inspections of water systems, or conducting vulnerability assessments, there is considerable physical exertion such as walking, bending, and climbing.

FACTOR 9 – WORK ENVIRONMENT Level 9-1 5 points

Work is generally performed in an office environment with some travel to attend meetings, participate and present at symposia or conferences. When on-site presence is necessary to conduct sanitary surveys investigate water-borne disease outbreaks, conduct public meetings, and conduct vulnerability assessments, there can be regular exposure to construction and operation conditions such as noise, particulate matter, machinery, and process waters under treatment containing chemicals, bacteria and toxic materials

TOTAL POINTS: 3290

CONVERSION POINT RANGE: 3155 – 3600 = GS-13

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET	1. DUTY LOCATION Seattle, Washington	2. POSITION NUMBER N130112
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3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position



See remarks.

Official Allocation	b. Title Environmental Engineer/Physical Scientist	c. Pay Plan GS	d. Series 0819/ 1301	e. Grade 12	f. CLC
4. Supervisor's Recommendation	Environmental Engineer/Physical Scientist	GS	0819/1301	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Manheimer, Jennifer			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Water & Watersheds		g.			
c. Drinking Water Unit		h. Employing Office Location Seattle, Washington			
d.		i. Organization Code ZBB00000			

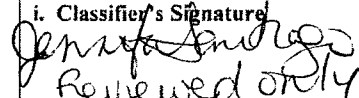
8. SUPERVISORY STATUS

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Marie Jennings, Manager, Drinking Water Unit		d. Typed Name and Title of Second-Level Supervisor Dan Opalski, Director, Office of Water & Watersheds	
b. Signature 	c. Date 8/31/14	e. Signature 	f. Date 8/31/2016

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>PS-12</u>				
b. PSB Risk Designation <input checked="" type="checkbox"/> 01 Low <input type="checkbox"/> 02 Moderate <input type="checkbox"/> 03 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 42 42
g. Bargaining Unit Code 1361	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature  Reviewed only	
j. Date 12/7/16				

11. REMARKS Previously Classified
JFS for Professional Work in Engineering & Architecture Group, Gs-0800 Series, 11/08

JFS for Professional Work in the Physical Science Group, GS-1300 HRCD-4 Dec 1997

POSITION DESCRIPTION

**Environmental Protection Agency
Region 10, OWW, DWU
Environmental Engineer/Physical Scientist
GS-0819/1301-12**

INTRODUCTION:

The Drinking Water Unit within the Office of Water and Watersheds, assures safe public drinking water for all the people of Region 10, supports State, Federal and Tribal source water protection efforts and oversees a number of protection programs such as: 1) Public Water System Supervision (PWSS), 2) Drinking Water State Revolving Fund, 3) Operator Certification, and 4) Capacity Development programs in delegated States in Region 10. The Drinking Water Unit is also directly responsible for implementing the Safe Drinking Water Act (SDWA) regulations on all Indian lands in Region 10 since none of the Tribes have primacy for the program. The incumbent would manage the implementation of the Public Water Supervision Supply program on Tribal lands.

MAJOR DUTIES AND RESPONSIBILITIES:

Manage the Region 10 Tribal Public Water Supervision Supply Program - 30%

The primary components of a State or Tribal PWSS program are: 1) the adoption of EPA drinking water regulations on behalf of the Tribes; 2) the development and maintenance of an inventory of public water systems for all of the Region 10 Tribes; 3) the development and maintenance of a database housing compliance information on public water systems; 4) the conduct of sanitary surveys on the public water systems; 5) the review of public water system plans and specifications; 6) the provision of technical assistance to system managers and operators; 7) a program to ensure that the public water systems keep their consumers informed about the quality of the water they are providing; 8) the certification of laboratories that are allowed to perform the analysis of drinking water that will be used to determine compliance with the drinking water regulations; and 9) the conduct of an enforcement program to ensure that the public water systems comply with all of the requirements. The incumbent is expected to ensure that the 9 components described above are in place and to inform senior management regarding any issues. Incumbent is expected to work directly with EPA HQ's, Tribal leaders/Sovereign nations and other agencies to negotiate national measures for the Tribal program and to ensure that the populations served by Tribal community water systems are receiving drinking water that meets all applicable health-based drinking water standards.

Coordinator for Tribal Enforcement with the Office of Compliance and Enforcement – 20%

Since the Region is the primary enforcement authority for Tribal public water systems, the incumbent is required to provide leadership in determining when to enforce against Tribal water systems which do not comply with federal drinking water regulations. Incumbent is expected to exercise a great deal of judgment and discretion in determining when to take an enforcement action instead of using compliance assistance, since a formal enforcement action is taken as a last measure.

Drinking Water Rule Manager – 30%

Serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements. Review, analyze, and recommend actions to ensure local and/or tribal utility compliance with SDWA. Develop and/or analyze proposals for new or revised drinking water protection regulations and determine their impact on public health. Additionally, respond to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Work Assignment Manager/Project Officer Duties - 20%

Exercises management responsibilities for grants, interagency agreements or contracts. Responsible for all activities related to the initiation, administration, and/or close-out of grants, interagency agreements or contracts. Manages a variety of highly complex and typically long-term grants/IAGs or contracts, entailing the coordination of efforts and the resolution of conflicting and controversial high profile issues with a number of parties both within and outside the agency.

Additionally, may serve as a Work Assignment Manager (WAM), who monitors a specific portion of work under a contract for cost-reimbursable, level-of-effort contracts.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION Level 1-7 1250 points

Knowledge and skill to provide of technical assistance to system managers and operators to ensure that the public water systems keep their consumers informed about the quality of the water they are providing;

Expert knowledge of current federal and state statutes (e.g. the Safe Drinking Water Act and Clean Air Act), program regulations, court decisions, national and regional policy and guidance, and an ability to keep current with changes and new developments in applicable federal environmental statutes and regulations.

Knowledge should be sufficient enough to provide expert advice to tribes regarding new technologies for water system operators to meet the new arsenic standards and to ensure that the public water systems keep their consumers informed about the quality of the water they are providing;

Extensive knowledge of the Safe Drinking Water Act; including the Total Coliform Rule, the Lead & Copper Rule, the Surface Water Treatment Rules and the Disinfectant Byproducts Rules, etc to serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements

Knowledge of field and laboratory sampling methodologies and instrumentation for detection and quantification of drinking water contaminants.

Extensive knowledge of water supply facilities and practices, and their application to public health protection to provide advice and assistance to the Tribes on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs.

Demonstrated ability to independently plan, organize, conduct, and carry projects through to completion.

Ability to effectively communicate orally and in writing, and the ability to work constructive with others representing a range of interests and perspectives.

FACTOR 2 – SUPERVISORY CONTROLS Level 2-4 450 points

The supervisor establishes overall objectives and resources available. The supervisor and environmental scientist jointly develop projects, priorities and deadlines for the Tribal program. Environmental scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is accepted as being technically authoritative and is reviewed for such matters as fulfillment of objectives, effect on overall operations, and contributions to program efforts. Recommendations are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities. Incumbent is solely responsible for working with EPA Headquarters to determine what national measures can be achieved in the Tribal program and report the results to manager and independently working with contracted resources to ensure that the 9 components required for an effective Tribal program are adequate from year to year. This requires a mastery of a majority of the drinking water rules and outstanding relationships with Tribal leaders and drinking water system managers.

FACTOR 3 – GUIDELINES Level 3-4 450 points

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer/environmental scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable. This is particularly true in terms of judging new technologies designed to help water systems meet some of the new drinking water standards. Additionally, a number of drinking water regulatory requirements didn't account for a variety of field conditions; where expert judgment is needed in order to determine how to comply. Incumbent is expected to be able to resolve some managerial/technical conflicts in the absence of any guidance or direction.

The engineer/environmental scientist establishes and maintains a ready reference file and a close liaison with nationally recognized drinking water treatment experts to keep abreast of the latest research and development of techniques to control drinking water related health hazards.

FACTOR 4 – COMPLEXITY Level 4-5 325 points

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and management requirements. For example, there may be a variety of geological or hydrogeological constraints that prevent the implementation of a number of the detailed drinking water requirements such as making sure that the adequate number of sampling locations have been selected in order to comply with the Disinfectants By-Products Rule. The engineer/environmental scientist is expected to use their judgment and knowledge of drinking water systems in order to devise alternative ways of meeting drinking water standards.

The work requires originating innovative engineering techniques, especially in terms of helping Tribal systems meet the arsenic drinking water standard. There are a number of national research projects underway to develop new technologies to meet the arsenic standards. The engineer/environmental scientist is expected to keep abreast of these new technologies and resolve arsenic implementation problems with the Tribal drinking water systems.

Incumbent is expected to use expert knowledge of drinking water systems to ensure that EPA funds expended on the construction of Tribal drinking water systems are appropriately spent and the systems are designed to ensure compliance with the drinking water rules. If system designs are in any way inadequate, incumbent is expected to recommend a corrective course of action and resolve any conflict along the way. Incumbent is also expected to be able to resolve conflict almost without management intervention in order to keep construction projects on schedule.

Additionally, incumbent is expected to meet with Tribal leaders to resolve complex enforcement issues that are politically sensitive and which threaten public health.

FACTOR 5 - SCOPE AND EFFECT Level 5-5 325 points

The work includes the resolution of a broad range of critical or highly unusual engineering problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer/environmental scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering activities and broad policy issues which involve implementing drinking water core regulations, i.e., arsenic rule, lead & copper rule and the surface water treatment rules, etc.

FACTOR 6 - PERSONAL CONTACTS Level 6-3 60 points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

FACTOR 7 - PURPOSE OF CONTACTS Level 7-3 120 points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

FACTOR 8 - PHYSICAL DEMANDS Level 8-1 5 points

The work is primarily sedentary, however, site inspections which are generally conducted in hard-hat areas require considerable walking, climbing, stooping, bending, and standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Employee will be required to maintain a valid state driver's license and US EPA Enforcement Officer Credentials.

Employee will be required to participate in US EPA medical monitoring and health and safety programs.

The employee must successfully complete 24 hours of classroom safety training and must hold Regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.


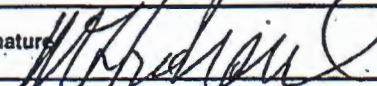
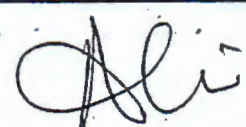
FACTOR 9 - WORK ENVIRONMENT Level 9-1 5 points


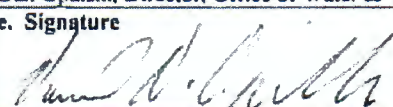

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS: 2990

POINT TO GRADE CONVERSION: GS-12

POINT RANGE: 2755 - 3150

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION: Seattle		2. POSITION NUMBER 015973	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Official Allocation	b. Title Environmental Protection Specialist	c. Service GS	d. Series 0028	e. Grade 12	f. CLC
5. ORGANIZATIONAL TITLE OF POSITION (If any)			6. NAME OF EMPLOYEE Jane F. Schuster		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
c. Office of Water & Watershed			g.		
d. Drinking Water Unit			h. EPAYS Organization Code: 91033009		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Marie Jennings, Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor Mike Michael Gearheard, Director, Office of Water & Watershed		
b. Signature 		c. Date 7/27/07		e. Signature 	
				f. Date 7/30/07	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code
d. Bargaining Unit Code 0095	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature 		g. Date 7-30-07
11. REMARKS:					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Seattle, Washington		2. POSITION NUMBER See ANKS	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>a) GS for Professional work in the Natural Resources Plant & Biological Sciences Gpp, GS-0400 series, 9/85; b) GS for Prof. work in the Physical Sciences Gpp, GS-1300 series, HR00-4, 12/87</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation <i>Biologist</i>		<i>GS</i>	<i>0401</i>	<i>11</i>	
4. Supervisor's Recommendation Interdisciplinary Physical Scientist/Biologist		<i>GS</i>	<i>1301/0401</i>	<i>11</i>	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Christopher Affeldt			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Water & Watersheds		g.			
c. Drinking Water Unit		h. Employing Office Location Seattle, Washington			
d.		i. Organization Code ZBB00000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
Marie Jennings, Manager, Drinking Water Unit		Dan Opalski, Director, Office of Water & Watersheds			
b. Signature	c. Date	e. Signature	f. Date		
	<i>2/20/18</i>		<i>2/22/18</i>		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input type="checkbox"/> This position has no promotion potential		<input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <i>GS-12</i>			
b. PSB Risk Designation	c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation This position	e. FLSA Determination	f. Functional Classification Code	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	<input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	<i>41</i>	
g. Bargaining Unit Code 1361	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>2</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature		j. Date
					<i>3/12/2018</i>
11. REMARKS					
<i>PD#s: IF qualified for the Biologist the PD # will be D0401; IF qualified for the Physical Scientist the PD # will be D30111.</i>					

Position Description

Environmental Protection Agency Region 10, OWW, DWU

Physical Scientist/Biologist GS-1301/0401-11

INTRODUCTION

The Public Water System Supervision (PWSS) program, authorized by the Safe Drinking Water Act (SDWA) was created to ensure safe drinking water for human consumption. The Region 10 Office oversees the regulation of drinking water quality and the reliability of delivery systems in Alaska, Idaho, Oregon and Alaska and directly implements a PWSS program for tribally-owned and operated public water systems. The incumbent serves as a regulatory expert for the following rules: Unregulated Contaminants Monitoring Rule, Chemical Rules Phase II/V, and Arsenic Rule, and provides support for the following rules: Lead and Copper Rule monitoring requirements and Surface Water Treatment Rule. Incumbent will assist the states and Tribes in the interpretation and implementation of these rules as well as be responsible for reviewing and approving state primacy applications to either adopt new drinking water rules or to modify existing rules. Incumbent will also support special projects affecting drinking water in Region 10

MAJOR DUTIES AND RESPONSIBILITIES

Develop knowledge of the National Primary Drinking Water Standard (50%) - The incumbent will develop knowledge of the national drinking water rules and assist the senior regulatory expert with the advising of program managers and staff, facilitating the development, promotion, interpretation and implementation of regional and national drinking water program objectives. The incumbent will assist with providing technical support and guidance to the regulated community. He/she develops and maintains a reasonable degree of expertise on federal and state drinking water regulations, particularly the health risks and public health impact due to non-compliance. The incumbent also represents the Region at meetings with state and local governments, the public, other agencies, and/or professional organizations where appropriate. Assist with drinking water training workshops and participates on national workgroups.

Assist Drinking Water Tribal Program with the Implementation of Drinking Water Rules (25%) - Develops and designs forms and materials needed to implement the drinking water rules for the Region 10 Tribal drinking water systems. Assist the Tribal drinking water program with the interpretation and understanding of the national drinking water regulations. Makes formal presentations of a technical and policy nature for Tribes and groups working on behalf of Tribes. Disseminates scientific/ technical information through oral briefings, written documents, workshops, or conferences.

Represent Agency on Drinking Water Rule Workgroups and Review and Approve State Primacy Applications (25%) - Incumbent reviews and approves select state primacy applications to adopt new drinking water rules or to modify existing rules. The incumbent also represents the Region at meetings with state and local governments, the public, other agencies, and/or professional organizations. Assists with the preparation of testimony for public hearings and makes presentations on drinking water topics such as regulations and rule implementation at meetings and conferences. Conducts training workshops and participates on national workgroups.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION Level 1-7 1250 points

- Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of principles, concepts, and methodology of Physical or Life Sciences (Biological or Environmental) or Engineering that has been supplemented by (a) skill gained through job experience to permit independent performance of recurring assignments or (b) expanded professional knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations and procedures that are significantly more difficult and complex.
- Knowledge of Safe Drinking Water Act regulations.
- Knowledge of water supply facilities and practices, and their application to public health protection.
- Demonstrated ability to plan, organize, conduct, and carry projects through to completion.
- Ability to effectively communicate orally and in writing, and the ability to work constructive with others representing a range of interests and perspectives.
- Skill in written communication to prepare reports with findings, conclusions, and recommendations.

FACTOR 2 – SUPERVISORY CONTROLS Level 2-3 275 points

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and scope of assignments, including possible stages and approaches. The employee, with limited independence plans and carries out assignments, resolves most conflicts, coordinates work with other as necessary, develops changes to plans and methodology, and recommends improvements to meet program objectives. Employee keeps the supervisor informed of progress and potentially controversial concerns. Completed work is reviewed for soundness of overall approach, effectiveness in producing expected results, feasibility of recommendations, and adherence to requirements.

FACTOR 3 – GUIDELINES Level 3-3 450 points

Guidelines vary from generally broad to specific. Most Drinking Water Programs have extensive regulations and guidance. The employee uses a wide variety of reference materials and manuals such as Agency policy statements and objectives, Federal laws and regulations, professional scientific literature, standard scientific references, and laboratory procedures; however, they are not always directly applicable to the work or have gaps in specificity. The employee uses judgment in selecting, and adapting appropriate guidelines to specific problems or issues.

FACTOR 4 – COMPLEXITY Level 4-3 225 points

The work requires the employee to relate knowledge of biological or environmental science to drinking water systems and the implementation of drinking water regulations. Employee is expected to evaluate the impact of drinking water standards on drinking water systems and uses considerable judgment to interpret how well systems are in compliance with the rules. Assignments may have complex, controversial, and unconventional features that involve distilling EPA's goals, objectives, priorities and guidance into regional application. Occasional projects may involve conflicting interests/opinions of special interest groups, tribes, etc, with unique problems or require particular coordination.

FACTOR 5 - SCOPE AND EFFECT Level 5-3 225 points

The purpose of the work is to serve as a technical authority and liaison, and to provide the guidance and resolve matters which may be complex, controversial, or which set general precedent; or involve delicate coordination or negotiation of major consequence. Efforts affect program policy or other decisions, the work of other technical staff in R10 and other Regions.

FACTOR 6 - PERSONAL CONTACTS Level 6-2 60 points

Personal contacts include a range of professional and administrative personnel primarily within EPA and at the state and local government level, and also may include personnel at other federal agencies or in private industry.

FACTOR 7 - PURPOSE OF CONTACTS Level 7-b 120 points

Contacts are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problem areas or controversies. The immediate outcome of the contacts is grants awarded to protect human health and protect or restore the environment.

FACTOR 8 - PHYSICAL DEMANDS Level 8-1 5 points

Work is usually performed sitting or standing, with occasional walking, bending or climbing during laboratory studies or site visits. Work may include lifting of moderately heavy items, such as laboratory equipment or samples, typically weighing less than 25 pounds. Occasional travel for training or to present research results at scientific meetings is expected.

FACTOR 9 - WORK ENVIRONMENT Level 9-1 5 points

The work may be performed in both a typical office setting and a laboratory environment. The laboratory work carries moderate risk and discomforts due to laboratory activities involving irritating and hazardous chemicals and agents, noxious fumes, flammable liquids, and radioactive and carcinogenic materials. The risk involved is mitigated through the use of personal protective equipment and strict adherence to all safety and health protocols.

TOTAL POINTS: 2615

POINT TO GRADE CONVERSION: GS-11

POINT RANGE: 2355 - 2750

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		70564002 1. DUTY LOCATION Chicago, IL		0052740 2. POSITION NUMBER N-028-12 W	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	65	028	12	008
4. SUPERVISOR'S RECOMMENDATION	Environmental Protection Specialist		GS-028	12	
ORGANIZATIONAL TITLE OF POSITION (if any) Tribal Public Water Supply Program Specialist			6. NAME OF EMPLOYEE Kristina Bell		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Water Division			f.		
c. Ground Water and Drinking Water Branch			g.		
d.			h. Organizational Code 90564001 UFDA0000/90564002		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [TL] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Thomas Poy			d. Typed Name and Title of Second-Level Supervisor Charlene Denys		
b. Signature <i>Thomas Poy</i>		c. Date 6/7/07	e. Signature <i>Charlene Denys</i>		f. Date 6/7/07
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt 12/24/11	
c. Functional Code		d. Bargaining Unit Code 0011		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()	
f. Signature <i>Tom Poy</i>		g. Date 6/24/07			
11. REMARKS STATEMENT OF DIFFERENCE:					

POSITION DESCRIPTION

Environmental Protection Specialist, GS-028-12

Position Number: N3729XW

Organizational PD Code: GWDWDI-028-12lad

BACKGROUND: Ground Water and Drinking Water Branch, Water Division, US EPA, Region 5, Chicago, Illinois. The Ground Water and Drinking Water Branch assures safe public drinking water for all people in Region 5; supports State, Federal and Tribal ground water protection efforts; and guides the development and implementation of source water assessment and protection programs. The branch directs the U.S. Environmental Protection Agency (U.S. EPA) Region 5 ground water and water supply programs within the broad guidelines and policy established by U.S. EPA Headquarters, the Regional Administrator, the Region 5 Water Division Director and the Region 5 Ground Water and Drinking Water Branch Chief.

INTRODUCTION: This position serves as a Public Water Supply Program official in the Ground Water and Drinking Water Branch. The position works on drinking water issues for all Tribal public water supply systems in Region 5. The incumbent reports to a supervisory environmental protection specialist who serves as the Deputy Branch Chief of the Ground Water and Drinking Water Branch.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent in this position will perform work related to preventing drinking water contamination problems through the implementation of source water protection, enhanced water system management, risk prioritization, and partnerships with states, localities, tribes, water systems, environmental and public health groups, the scientific community, and the public. Identifies and scrutinizes unregulated contaminants that are most prevalent in drinking water, present the most serious threats to health, and can be most productively and effectively controlled.

Performs work related to Safe Drinking Water Act (SDWA) programs to ensure the coordinated and comprehensive protection of ground water and drinking water resources. Integrates the development and implementation of source water assessment and protection programs as set forth in the Agency's State Source Water Assessment and Protection Programs Guidance.

Communicates with the supervisor and co-workers in both informal conversation and formal presentations and delivers short briefings and presentations concerning administrative, clerical and other non-technical matters, etc.

Performs clerical or technical program support work to a variety of technical and/or program specialists in support of the line programs of an agency.

Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical specialist involving significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards. Develops and analyzes data and assist in preparing reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs.

Regulation Review/Implementation

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

Performs program administration work, such as environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Provides compliance assistance to help Tribal public water systems maintain compliance with PWSS rules and requirements.

Factor 1-7 Knowledge Required by the Position 1250 Points

Knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection; modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying, or adapting new methods to meet the requirements of particular solutions.

Knowledge of statutes, regulations, licensing/permitting requirements, and precedent decisions governing environmental operations sufficient to use in planning, implementing, or monitoring environmental programs and services (e.g., determining needs, evaluating program effectiveness, assuring compliance with regulations).

In depth knowledge of the Clean Water Act programs and activities. Knowledge of EPA program and policies. Knowledge of the Water Division procedures, processes, and practices.

Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting

requirements, and lawmaking or rule making processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating, and/or training, negotiating, or problem-solving services (as a "troubleshooter", specialist, or coordinator) on specific problems, projects, programs, or functions.

Factor 2-4 Supervisory Controls 450 Points

The incumbent reports to a supervisory environmental protection specialist who serves as the Deputy Branch Chief of the Ground Water and Drinking Water Branch.

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The incumbent and the supervisor, in consultation, develop the deadlines, projects, and work to be done.

The incumbent having developed expertise in a particular program or functional area has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 Guidelines 450 Points

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished.

The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4-4 Complexity 225 Points

The work typically involves full responsibility for well-established aspects of one or more programs and/or functional areas and includes a wide variety of duties involving diverse and complex technical and/or program or administrative problems and considerations.

Decisions regarding what needs to be done depend on the assessment of unusual facts or

conditions. Variations in approach depend upon the environmental and political setting, available resources, impact on populations, involvement of State and local organizations, etc.; and incomplete or conflicting data.

Factor 5-4 Scope and Effect 225 Points

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes.

The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

Factor 6-3 Personal Contacts

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-c Purpose of Contacts 180 Points

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect.

Factor 8-1 Physical Demands 5 Points

The work is generally sedentary although there may be some nominal walking or standing for short periods of time or carrying of light loads of papers, books, reports and the like that require only moderate physical ability and physical stress.

Factor 9-1 Work Environment 5 Points

The work involves the common risks or discomforts, requiring normal safety precautions typical

of offices, meeting rooms, libraries and the like. The work area is adequately lighted, heated, and ventilated. Employees in or adjacent to computer rooms may be within environmentally controlled areas and, although relatively cool, require only normal clothing to compensate for minor discomfort.

APR 19 2010 0066909

POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
<input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		<input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		Chicago, IL		Chicago, IL		N-343-13W 0066909	
		7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action			
		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interest 11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 13. Competitive Level Code 001 14. Agency Use 001	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Program Analyst		GS		343		13	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office		Program Analyst - Security		GS		343		13	
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
Security				ALICIA BROWN 9/12/10					
18. Department, Agency, or Establishment				c. Third Subdivision					
USEPA				Ground Water and Drinking Water Branch					
a. First Subdivision				d. Fourth Subdivision					
Region 5				90564001					
b. Second Subdivision				e. Fifth Subdivision					
Water Division				Signature of Employee (optional)					
Employee Review-This is an accurate description of the major duties and responsibilities of my position.									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Thomas Poy, Chief, GWDWB				Tinka Hyde, Director, Water Division					
Signature				Date		Signature		Date	
Thomas Poy				12/19/10		Tinka Hyde		12/22/10	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action				OPM PCS GS-343					
Donna Lopez, HR Classification									
Signature				Date		Signature		Date	
Donna Lopez				4/22/11					
23. Position Review				Initials		Date		Initials	
a. Employee (optional)									
b. Supervisor									
Classifier				bma		2/25/10			
Remarks				no further position pointed BUS=001 ✓					
25. Description of Major Duties and Responsibilities (See Attached)									

POSITION DESCRIPTION

Program Analyst, GS-343-13

Position Number:

Organizational PD Code: GDWD343-13Security

BACKGROUND: Ground Water and Drinking Water Branch, Water Division, US EPA, Region 5, Chicago, Illinois. The Ground Water and Drinking Water Branch works with States, Tribes and Public Water Supply Systems to ensure that the Division provides a continuing level of timely, consistent and high quality technical and programmatic assistance to the States, Tribes and other customers to ensure that the people of Region 5 served by public water supply systems receive water that is consistently safe to drink.

INTRODUCTION: The incumbent serves as a Regional expert on drinking water security, preparedness and emergency response and is the senior security coordinator for the GWDWB. Primary emphasis of the security work is on drinking water related activities, but also works on wastewater issues as needed. The incumbent manages the drinking water security initiatives, programs and activities pursuant to the Safe Drinking Water Act (SDWA) and the Public Health Security and Bioterrorism Preparedness and Response Act (PHSBPRA) of 2002 and program management for all other aspects of extramural drinking water security funds management for the Water Division, including Special Appropriations Act funds. The incumbent represents the GWDWB to the Water Security Division in the Office of Ground Water and Drinking Water and assists in the development and Regional implementation of National strategies, procedures and protocols designed to enhance and improve the security of our drinking water infrastructure. The incumbent participates in the development of Regional security-related initiatives, and is the lead for developing the Water Division Water Team. In addition, the incumbent represents the GWDWB on the Regional Incident Coordinating Team, responsible for coordination of response activities in the event of a terrorist attack or other event that disables, damages, destroys, or poisons a water system. The incumbent will work at least 50% of the time on security activities and the remainder on drinking water programmatic activities. Drinking water programmatic work is related to preventing drinking water contamination problems through implementation of source water protection, enhanced water system management, risk prioritization, and partnerships with states, localities, tribes, water systems, environmental and public health groups, the scientific community, and the public.

The employee reports directly to the GWDW Branch Chief.

MAJOR DUTIES AND RESPONSIBILITIES:

Security Duties:

Leads and coordinates water sector security activities in the GWDWB, including all-hazards prevention and response.

Participates in planning and execution of Regional and HQ special initiatives to increase community and water-dependent sector resiliency and response capability.

Participates in planning and execution of internal exercises and training for Water Team members, and Water Division Regional Support Corp (RSC) members. Provides leadership to ensure Water Team and Water Division RSC members have appropriate training and exercise experience to be effective when they are needed to respond to a disaster.

Represents the Region on national work groups that develop regulations, policies, procedures, and guidance to implement requirements of existing and new security-related statutes that affect the water sector.

Works directly with water sector utilities to evaluate and support progress to increase facility security and preparedness, while safeguarding security-sensitive information.

Reviews vulnerability assessments and other highly security-sensitive water sector information. This function will likely require a "Secret" Security clearance.

Analyzes and provides input on drinking water security guidance, processes and protocols being developed by the Agency. Communicates with colleagues, agency management and other security contacts outside the Agency to gather and analyze information about Agency water security guidance, processes and protocols. Writes reports, letters and other documents with recommendations for water sector security guidance, policies and activities.

Works with States to develop plans to provide security training and technical assistance to Public Water Systems.

Security Program Oversight:

Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of Divisional and Regional programs against short and long range objectives.

Works with HQ and other partners to develop a mechanism to collect information about progress on security enhancements and needs, while keeping sensitive information secure. Works with HQ and other partners to develop secure data-sharing mechanisms for use during emergency response.

Provides expertise for issues related to drinking water security grants to States.

Security Research and Analysis Work:

Researches or analyzes problems, issues or water security requirements. Provides detailed analysis and advice on Region-wide water security requirements, guidance, procedures and protocols. Reconciles conflicts between basic policies and water security goals. Provides expert advice and recommendations to top management which focuses on preventing unauthorized and/or accidental disclosure of sensitive water security information. Provides expert advice to Regional management regarding grant regulation requirements and flexibilities, to ensure expeditious and effective grant mechanisms for all HS-related grants. Tracks and evaluates progress on HS-related grants.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings related to new and ongoing research.

Analyzes and provides input to the Water Security Research program to develop a Water Security Research Action Plan.

Drinking Water Program Duties:

Identifies sources of compliance problems, designs and evaluates solutions. Through an understanding of the basis for regulations, crafts innovative solutions for unusual situations. Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings.

Performs program administration work, such as environmental liaison work, in order to accomplish the assigned PWSS management and protection duties.

Drinking Water Program/Project Management:

Provides advice and assistance to State, local and/or Tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Involved in complex environmental programs that include a variety of characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by State, local and/or Tribal government entities to implement various provisions of Federal environmental standards. Develops and analyzes data and prepares reports regarding implementation by State, local and/or Tribal environmental protection programs.

Analyzes administrative, scientific and technical environmental issues and/or performs work involving the review and implementation of environmental standards and regulations.

Drinking Water Regulation Review/Implementation:

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations in support of a particular regulatory process, provides comments to headquarters, and determines regional impact. Tracks data through EPA's review system. Identifies areas of work, priorities, and schedules.

Performs program administration work or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Grants/Cooperative Agreements/Interagency Agreements:

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Performs the full range of activities for grants/cooperative agreements/IAGs. Works with parties outside the agency to resolve problems; recommends approval of modifications

Special Projects:

Plans and/or accomplishes special projects. Leads, conducts, or participates in complex water security and/or programmatic studies, and reviews – particularly those with wide or significant effect upon the agency's organizational structure, policy, processes, fiscal control and economy, and those where the boundaries of the study may be broad. Studies and reviews are often required to be conducted on an accelerated time schedule, with self-directed teams consisting of HQ, Regional and other agency water security and/or programmatic staff. Organizes assigned projects: plans, organizes and directs team-work. Selects qualitative and/or quantitative methodologies appropriate to the subject under examination.

Factor 1 Knowledge Required by the Position

Mastery of Agency laws, regulations, guidance and precedent that affect the securing of water systems from all-hazards and response to incidents. This includes extensive knowledge of the National Infrastructure Protection Plan and National Response Framework and their relationship to State and local emergency response procedures.

Extensive knowledge of drinking water and related programs, such as ground water and underground injection control programs, needed to ensure appropriate coordination to maximize efficiency and effectiveness of Agency activities to protect public health, and to develop new approaches to resolve issues, or to develop new guidance or policy.

Knowledge of State and Headquarters program characteristics necessary to be able to work effectively with outside customers.

Experience in work planning, priority-setting, and the resource management needed to ensure timely and appropriate program implementation.

Experience in evaluation of program effectiveness.

Outstanding oral and written communication skills, and expertise in negotiating complex issues to a win-win solution that is consistent with the Agency's mission of environmental/public health protection.

Skill to plan, organize, and direct team work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied, e. g., implementing policies to protect against disclosure of sensitive information which would have previously been intended for wide public distribution.

Factor 2 Supervisory Controls

The employee reports to the GWDW Branch Chief, and is given general direction by the Senior Water Security Advisor, the Regional Administrator's security advisor, the Division Director and/or the Regional Administrator.

The employee plans, tracks, and evaluates program activities on his/her own initiative. The employee is responsible for seeking out necessary national, regional, and State input, and for bringing diverse viewpoints to a consensus, without explicit directions from the supervisor. The employee seeks supervisor input on controversial or precedent-setting issues, but it is the employee's responsibility to propose resolution to the issues. The supervisor is available for consultation.

Completed work is reviewed only for major issues, which are usually identified by the employee. Plans, guidance, the results of negotiations, and other recommendations are routinely accepted as presented.

The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis of water security and emergency response programs and their effectiveness, consistent with national, regional, and Divisional strategies and plans. The employee participates in the development/modification of the regional and divisional strategies.

Factor 3 Guidelines

Guidelines for security activities consist of basic administrative policy statements concerning the issue or problem being studied and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management. The employee uses judgement and discretion in determining intent and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation is a specialized area.

PWSS guidelines consist of Federal laws and regulations, EPA Indian Policy, and national and regional guidance documents and directives, for drinking water programs. Many of these guidelines provide only limited help in developing plans and evaluating program implementation. The employee is expected to be familiar with these guidelines, and be able to

interpret them to apply to new, unusual, and sometimes politically delicate circumstances. When needed, the employee must develop innovative approaches to unresolved issues, to ensure that the agency's mission of public health protection is accomplished effectively and efficiently.

Factor 4 Complexity

The employee's work involves directly implementing the public water supply program and water security program in Region 5. This includes program planning and grant assistance, compliance and technical assistance for those PWSs, coordinating with State and Tribal Programs Branch for the disbursement of Federal funds, development of regional direct implementation priorities and coordination with other environmental programs. The incumbent is responsible for managing the implementation of new program requirements as well as managing the existing ones. The work includes intensive analysis and problem solving in matters relating to complex technical and environmental issues relative to the implementation of the public water supply program and the water security program.

Due to the large number of potential terrorist threats to drinking water utilities and the constantly changing global landscape and terrorist organizations, there is a continually changing and evolving work situation requiring frequent reprogramming, scheduling and changing of priorities which affect resources needed and result in constant adjustment of plans and work schedules. The situations require the ability to act quickly in adapting to change and withstanding considerable and continuing pressure.

Factor 5 Scope and Effect

The impacts of the employee's work are Regional in scope, as innovative problem resolutions are developed. The employee will work with all Division staff to ensure that resources are deployed as effectively as possible.

The employee assists in developing long-range drinking water security program plans, goals, objectives and milestones and evaluates the effectiveness of programs.

The employee works with utilities to identify Regional opportunities to provide additional security assistance. The employee identifies ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. The employee develops instructions, guidelines, policies, procedures and protocols for the conduct of drinking water security program operations or new criteria for measuring accomplishments.

Factor 6 Personal Contacts

Contacts are with persons inside and outside the Agency which may include Headquarters staff and management, other Regions' program managers, Tribal utility managers and environmental staff, drinking water utility operators, consultants, grantees, community leaders, elected officials,

business executives and other Federal agencies, such as Department of Homeland Security and Federal Emergency Management Agency.

Factor 7 Purpose of Contacts

Contacts are for the purpose of planning, developing, overseeing, and evaluating PWSS and Water Security program implementation activities at the national, Regional, and Tribal levels. Contacts are to develop factual data based recommendations and decisions on controversial technical and regulatory issues where there are conflicting interests and opinions. Contacts are also for the purpose of training Tribal and State staff on new requirements and providing technical and compliance assistance to public water system operators. In addition, contacts are for developing team approaches to issues, and for developing consolidated approaches with other EPA programs.

Factor 8 Physical Demands

Work is mainly sedentary, with some moderate physical activity required in traveling to Headquarters and Tribal offices, workshops, water systems and other Regions.

Factor 9 Work Environment

Work is primarily performed in an office setting although there is some travel to Headquarters, Indian Reservations, national meetings, and emergency response exercises.

POSITION DESCRIPTION COVER SHEET

CHICAGO, IL

N 35572W

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify his Position

90561910

000-3159 2656
001095

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	65	028	12	008
4. SUPERVISOR'S RECOMMENDATION	ENVIRONMENTAL PROTECTION SPECIALIST	GS	028	12	

5. ORGANIZATIONAL TITLE OF POSITION (if any)
STATE/TRIBAL PROJECT OFFICER6. NAME OF EMPLOYEE
FELICIA L. GAINES

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

b. REGION 5

f.

c. WATER DIVISION

g.

d. STATE AND TRIBAL PROGRAMS BRANCH

h. EPAYS Organization Code: 90561900

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

X [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
MARY PAT TYSON, CHIEF
STATE AND TRIBAL PROGRAMS BRANCH

d. Typed Name and Title of Second Level Supervisor
JO LYNN TRAUB, DIRECTOR
WATER DIVISION

b. Signature

Mary P. Tyson

c. Date

7/22/02

e. Signature

JL Traub

f. Date

7/22/02

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: __

b. Fair Labor Standards Act
☒ Nonexempt ☐ Exempt

c. Functional Code

d. Bargaining Unit Code

0012

e. Check, if applicable:

☐ Medical Monitoring Required☒ Extramural Resources Management Duties (2% of time)

f. Signature

Leticia M. Harris

g. Date

8/13/12

11. REMARKS

Pd up titled

POSITION DESCRIPTION

Environmental Protection Specialist, GS-0028-12

Position Number:

Organizational Code: STPPO028-12R

Organizational Location: The State and Tribal Programs Branch (STPB), Water Division, Region 5, Chicago, Illinois. The STPB works with all water programs to ensure that the Division provides a continuing level of timely, consistent and high quality service to states, Tribes and other customers on grants and planning activities.

Primary Purpose: The employee serves as the Project Officer for grants and interagency agreements with states, Tribes, non-governmental organizations and other federal agencies. The incumbent is responsible for administering the extramural fiscal programmatic aspects of the Clean Water and Safe Drinking Water Acts. The employee provides information and assistance to appropriate drinking water and water pollution officials in states/Tribes. The employee reports directly to the STPB Branch Chief.

Municipal Programs include extensive project management responsibilities in the area of state grants and state revolving funds loan program(s) which involve drinking water and waste water treatment facilities infrastructure. Work is performed under the legislative authority of either the Clean Water Act or the Safe Drinking Water Act (depending on the activity). The preponderance of work is related to leading the planning efforts with states/Tribes and the administration of loan and grant applications in order to facilitate the review, authorization, distribution and monitoring of large grants and loans to states. In addition, work may include indirect support for the development of regulations, technical information, guidance, assessments, evaluation, and cost estimates for the design, construction, operation, and maintenance of municipal waste water and drinking water treatment facilities.

Analyzes admin processes and/or agency programs. Communicates with colleagues, agency management and other contacts outside the agency to gather and analyze information about agency processes and programs. Writes contracts, reports, letters and other documents with recommendations for management programs, policies and activities.

Performs analytical and evaluative work associated with line and/or program activities.

Performs analytical and evaluative work associated with program activities.

Program Oversight

Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Analyzes and prepares program status reports for review at all levels.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans,

programmatic and financial papers, etc.

Accomplishes duties related to environmental management and/or protection.

Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical specialist involved in significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards. Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs. Reviews, analyzes, and coordinates preparation of comments on complex environmental impact statements.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Performs work related to the initiation, administration, and/or close-out of contracts grants, cooperative agreements, and/or interagency agreements (IAGs).

Grants/Cooperative Agreements/Interagency Agreements

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Performs the full range of activities for grants/cooperative agreements/IAGs that involve significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions.

Environmental Liaison

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Performs liaison work by providing programmatic oversight and coordination of local/state/tribal/national programs. Assists in developing policy guidance to implement the various provisions of environmental standards. Performs liaison work by evaluating the feasibility and probable effects of local/state/tribal/national proposals. Prepares position/issue/briefing papers to strive toward consensus among the various organizations/stakeholders.

Factor 1-7 Knowledge Required by the Position 1250 Points

Knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing investigations, inspections, or oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying, or adapting new methods to meet the requirements of particular situations.

Knowledge of statutes, regulations, licensing/permitting requirements, and precedent decisions governing environmental operations sufficient to use in planning, implementing, or monitoring environmental programs and services (e.g., determining needs, evaluating program effectiveness, assuring compliance with regulations).

Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services (as a "troubleshooter," specialist, or coordinator) on specific problems, projects, programs, or functions (e.g., developing, coordinating, reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans, for complex long-term toxic waste cleanup projects).

Factor 2-4 Supervisory Controls 450 Points

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 Guidelines 450 Points

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For

example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished.

The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4-4 Complexity 225 Points

The work typically involves full responsibility for well-established aspects of one or more programs and/or functional areas and includes a wide variety of duties involving diverse and complex technical and/or program or administrative problems and considerations.

Decisions regarding what needs to be done depend on the assessment of unusual facts or conditions. Variations in approach depend upon the environmental and political setting, available resources, impact on populations, involvement of State and local organizations, etc.; and incomplete or conflicting data (e.g., discrepant claims as to the toxicity of substances, inadequate program information from contractors or grant applicants, new methodologies or new programs for which only a minimum of information is available).

The work requires making many decisions concerning such things as interpreting considerable data, planning the work, refining existing criteria, or extending or modifying conventional methods and techniques.

Factor 5-4 Scope and Effect 225 Points

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes.

The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

Factor 6-3 Personal Contacts 60 Points

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news

media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Chicago, Illinois		2. POSITION NUMBER GWDWENG+2 11-819-12W	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>OPM PCS for Professional Work in the Engineering Group, 0800. NW. 20080062437</i>					
		b. Title		c. Pay Plan	d. Series
Official Location	<i>Environmental Engineer</i>		6S	819	12
Supervisor's Recommendation	Environmental Engineer		GS	819	12
5. ORGANIZATIONAL TITLE OF POSITION (if any) Environmental Engineer			6. NAME OF EMPLOYEE Mostafa Nouredin		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 5			g.		
c. Water Division- Ground Water and Drinking Water Branch			h. Employing Office Location Chicago, Illinois		
d. Section 2			i. Organization Code 90564003		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Rita Bair, Chief Section 2, GWDWB			d. Typed Name and Title of Second-Level Supervisor Tinka G. Hyde, Director, Water Division		
b. Signature <i>Rita Bair</i>		c. Date <i>6/1/11</i>		e. Signature <i>Tinka G. Hyde</i>	
				f. Date <i>6/6/11</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code <i>94</i>	
g. Bargaining Unit Code <i>0012</i>		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>25</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>Mostafa Nouredin</i>	
				j. Date <i>6/8/11</i>	
11. REMARKS <i>PD reviewed 11/16/13 dty</i>					

POSITION DESCRIPTION

Environmental Engineer, GS-819-12

Position Number:

Organizational PD Code: GWDWENG-12

BACKGROUND: Ground Water and Drinking Water Branch, Water Division, US EPA Region 5, Chicago, Illinois. The Ground Water and Drinking Water Branch assures safe public drinking water for all the people of Region 5; supports State, Federal and Tribal ground water protection efforts; and guides the development and implementation of source water assessment and protection programs. The Branch directs the U.S. Environmental Protection Agency (U.S.EPA) Region 5 ground water and water supply programs within the broad guidelines and policy established by U.S.EPA Headquarters, the Regional Administrator, the Region 5 Water Division Director and the Region 5 Ground Water and Drinking Water Branch Chief.

INTRODUCTION: This position serves as a senior environmental environmental engineer for the ground water and drinking water programs. The position utilizes high level technical and programmatic expertise to serve as the lead/coordinator on designated ground water and drinking water program activities. The position entails a thorough working knowledge of program policies, with particular emphasis on integration of Regional and State ground water and drinking water programs. This includes providing technical assistance and advice to headquarters, Division staff, States, local government officials and Indian Tribes. The incumbent reports to the Ground Water and Drinking Water Section Chief.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs work related to preventing drinking water contamination problems through implementation of source water protection, enhanced water system management, risk prioritization, and partnerships with states, localities, tribes, water systems, environmental and public health groups, the scientific community, and the public.

Performs work related to Safe Drinking Water Act Amendments (SDWA) programs to ensure the coordinated and comprehensive protection of ground water resources.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Reviews study proposals, project plans, scientific and technical papers, publications, etc.

Accomplishes duties related to environmental management and/or protection.

Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical authority in providing advice and assistance to state, local and/or tribal governments on matters relating to the development, execution and monitoring of complex and politically sensitive environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Analyzes scientific and technical environmental issues and/or performs work involving the review and implementation of environmental standards and regulations.

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental protection, and/or environmental management issues. Advises regional management and/or state or interstate authorities on the status of scientific/engineering developments and the degree to which their involvement is needed to ensure that vital regional or state interests are considered in related agency guidance and policies. Provides specialized technical assistance, models, or interpretations of data on matters related to a specific scientific/engineering method/approach/function/process. Develops plans, reviews data, conducts tests, researches environmental data, develops models, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues.

Develops regional policy, as required, to address environmental problems/issues/processes. Develops and implements plans, and agency-specific policies to carry out technical solutions to significant environmental problems. Provides comprehensive and authoritative assistance to senior management in the negotiation of such plans and the resolution of sensitive policy, legal, and technical issues. Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on a specific program, function, or activity. Develops technical/scientific training course(s) and/or course materials, and presents training in specific area of expertise.

Regulation Review/Implementation

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. As a technical authority, provides principal support for completion of the regional regulatory implementation process in a program area, including conduct of public hearings and response to comments from those hearings and other public reviews. Prepares needed documentation, including draft Federal Register notices. Identifies work priorities and schedules.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Performs work related to the initiation, administration, and/or close-out of contracts grants, cooperative agreements, and/or interagency agreements (IAGs).

Grants/Cooperative Agreements/Interagency Agreements

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Provides regional technical expertise in the resolution of audit issues and disputes. Participates in national work-groups involved in the development of agency-wide grants program policy to resolve national program problems. Manages a variety of highly complex and typically long-term grants/cooperative agreements/IAGs, entailing the coordination of efforts and the resolution of conflicting and controversial high profile issues with a number of parties both within and outside the agency. Exercises definitive technical authority regarding audit issues and disputes. Analyzes and revises grant related regulations and policies.

Factor 1 Knowledge Required by the Position 1250 Points

1-7

The position requires a knowledge of a wide range of scientific/engineering principles and methods applicable to varied and complex problems, projects, or studies that may include diverse engineering and/or scientific or other environmental conditions; and varying engineering and/or scientific processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques. The position requires a knowledge of applicable environmental statutes and regulations.

In depth knowledge of the Safe Drinking Water Act programs, activities and regulations. Knowledge of EPA programs and policies. Knowledge of the Water Division procedures, processes and practices.

Knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Factor 2- Supervisory Controls 450 Points

2-4

The incumbent reports directly to the Ground Water and Drinking Water Deputy Branch Chief.

The supervisor establishes overall objectives and resources available. The supervisor and engineer jointly develop projects, priorities and deadlines. The engineer independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting

requirements.

Factor 3 Guidelines 450 Points

3-4

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4 Complexity 225 Points

4-4

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering/scientific and management or policy requirements. The work requires originating innovative scientific/engineering and/or policy approaches establishing criteria and standards applicable to wide range of scientific/engineering problems and conditions.

Factor 5 Scope and Effect 225 Points

The purpose of the work is to investigate, analyze, review, plan and advise on various unusual, controversial, or technically difficult scientific/engineering and/or policy problems or conditions. Work results are critical to the successful completion of diverse engineering and/or scientific projects or programs.

Factor 6 Personal Contacts Points

63-7-3

180

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7 PURPOSE OF CONTRACTS Points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There will be exposure to conditions in or adjacent to municipal and industrial wastewater treatment facilities.

A current valid state drivers license is required.

The employee must successfully complete 24 hours of classroom safety training and must hold Regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

Travel by airplane and automobile is required.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Chicago, IL		2. POSITION NUMBER N3476XW 00022015 001095	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify his Position					
Official Allocation	b. Title <i>Environmental Protection Specialist</i>	c. Service 65	d. Series 028	e. Grade 12	f. CLC 008
4. SUPERVISOR'S RECOMMENDATION ENVIRONMENTAL PROTECTION SPECIALIST		GS	028	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any) DRINKING WATER DATA MANAGEMENT SPECIALIST			6. NAME OF EMPLOYEE KRISTINE L. WERBACH		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. REGION 5			f.		
c. WATER DIVISION			g.		
d. GROUND WATER & DRINKING WATER BRANCH			h. EPAYS Organization Code 90564001		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor THOMAS L. POY, DEPUTY CHIEF GROUND WATER & DRINKING WATER BRANCH			d. Typed Name and Title of Second-Level Supervisor CHARLENE J. DENYS, CHIEF GROUND WATER & DRINKING WATER BRANCH		
b. Signature <i>Thomas Poy</i>		c. Date 9/26/01	e. Signature <i>Charlene Denys</i>		f. Date 10/03/01
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: __			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code
d. Bargaining Unit Code 0012	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time)		f. Signature <i>Burt M. Henning</i>		g. Date 10/11/01
11. REMARKS					

INSTRUCTIONS

I. ITEMS

1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.

2) **POSITION NUMBER:** To be completed by Human Resources Office.

3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office.

4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.

5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Director of Research, Team Leader, etc.

6) **NAME:** Name of Employee. If vacant, indicate "vacancy."

7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.

8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.

9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office.

11) **REMARKS:** To be completed by Human Resources Office.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your servicing Human Resources Office.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.

Copy to Official Personnel Folder (OPF)

Copy to Employee

POSITION DESCRIPTION

Environmental Protection Specialist, GS-0028-12

Position Number:

Organizational Code: GWDW028-12W

Organizational Location: Ground Water and Drinking Water Branch, Water Division, US EPA, Region 5, Chicago, Illinois. The Ground Water and Drinking Water Branch assures safe public drinking water for all people in Region 5; supports State, Federal and Tribal ground water protection efforts; and guides the development and implementation of source water assessment and protection programs. The branch directs the U.S. Environmental Protection Agency (U.S. EPA) Region 5 ground water and water supply programs within the broad guidelines and policy established by U.S. EPA Headquarters, the Regional Administrator, the Region 5 Water Division Director and the Region 5 Ground Water and Drinking Water Branch Chief.

Primary Purpose: The incumbent serves as a drinking water data management specialist with responsibilities in primacy States and for Indian Tribes. The incumbent reports directly to the Ground Water and Drinking Water Deputy Branch Chief.

Performs work related to preventing drinking water contamination problems through implementation of source water protection, enhanced water system management, risk prioritization, and partnerships with states, localities, tribes, water systems, environmental and public health groups, the scientific community, and the public. Identifies and scrutinizes unregulated contaminants that are most prevalent in drinking water, present the most serious threats to health, and can be most productively and effectively controlled.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes scientific and technical papers, publications, etc.

Accomplishes duties related to environmental management and/or protection.

Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Program/Project Management 20%

Provides advice and assistance to Regional staff, state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical specialist involved in significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by EPA, state, local and/or tribal government entities to implement various provisions of federal environmental standards. Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for

state, local and/or tribal environmental protection programs.

Performs environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Trains Regional and State staff on how to use SDWIS/FED and other capabilities, such as ISPF, on the National Computer Center (NCC) mainframe. These activities include how to pull standard reports and how to write basic queries in SDWIS/FED.

Environmental Data Analysis 50%

Performs work related to the conduct of studies of diverse environmental issues and the tracking and monitoring of results. Functions as principal contact for all aspects of database management relating to administration of the program's information management system. Manages complex database and data support systems for reporting activity relating to a regulatory program. Tracks the receipt and processing of Regional/State data submissions to the federal Safe Drinking Water Information System (SDWIS/FED). Review and analyze SDWIS/FED error reports and provide comments and technical assistance to State and Regional contacts on data errors to ensure that errors are corrected, and provide training to improve the quality of data submissions. Advises agency personnel and the public on interpretation and use of data. Provides assistance in the collection and analysis of data; develops formats to meet special needs; and trains staff in system design and operation.

Provides technical assistance to Regional and State staff on current and future data management policies, and helps to resolve reporting problems on special Regional and National data management projects. Participates in national data initiatives, including activities such as: testing new SDWIS/FED modules, recommending and/or developing specifications for new SDWIS/FED enhancements, training Regional and State staff to use new data management tools, and in the evaluation and development of SDWIS/FED. Perform periodic evaluations of SDWIS/FED data quality, identifying specific deficiencies and/or data quality issues, recommending corrective actions to State and Regional contacts. Performs evaluative analysis on system capabilities and assists in development of requirements for proposed system enhancements. Provides authoritative interpretation of the provisions of the program's database requirements and procedures; identifies and addresses ambiguities in the system; and develops flexible formats to meet specialized information needs for states and/or agency management. Serves as focal point for training leadership for provision of training regarding the program's information management system. Develops long-range evaluation techniques for conflicting, unclear issues. Reviews and analyzes data collection procedures and assists in negotiations of appropriate changes to ensure compatibility with reporting requirements. Formulates and directs the development and implementation of long-range analytical and managerial studies which guide difficult policy and managerial decisions in the design and implementation of information dissemination.

Environmental Liaison 30%

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc.

Retrieves and analyzes SDWIS/FED data in response to Freedom of Information Act (FOIA) requests, data evaluations, studies and special initiatives, and prepares written reports as needed. Performs liaison work by providing programmatic oversight and coordination of local/state/tribal/national programs. Assists in developing policy guidance to implement the various provisions of environmental standards. Performs liaison work by evaluating the feasibility and probable effects of local/state/tribal/national proposals. Prepares position/issue/briefing papers to strive toward consensus among the various organizations / stakeholders.

Conducts evaluations of State data management programs to identify strengths as well as weaknesses and makes recommendations for improvement.

Serves as a Regional Resource Access Control Facility (RACF) System Security Administrator for the drinking water National Computer Center (NCC) mainframe account.

Factor 1-7 Knowledge Required by the Position 1250 Points

Knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing investigations, inspections, or oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying, or adapting new methods to meet the requirements of particular situations.

Knowledge of statutes, regulations, licensing/permitting requirements, and precedent decisions governing environmental operations sufficient to use in planning, implementing, or monitoring environmental programs and services (e.g., determining needs, evaluating program effectiveness, assuring compliance with regulations).

Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services (as a "troubleshooter," specialist, or coordinator) on specific problems, projects, programs, or functions (e.g., developing, coordinating, reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans, for complex long-term toxic waste cleanup projects).

Factor 2-4 Supervisory Controls 450 Points

The supervisor sets the overall assignment objectives, program emphasis, and resources

available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 Guidelines 450 Points

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished.

The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4-4 Complexity 225 Points

The work typically involves full responsibility for well-established aspects of one or more programs and/or functional areas and includes a wide variety of duties involving diverse and complex technical and/or program or administrative problems and considerations.

Decisions regarding what needs to be done depend on the assessment of unusual facts or conditions. Variations in approach depend upon the environmental and political setting, available resources, impact on populations, involvement of State and local organizations, etc.; and incomplete or conflicting data (e.g., discrepant claims as to the toxicity of substances, inadequate program information from contractors or grant applicants, new methodologies or new programs for which only a minimum of information is available).

The work requires making many decisions concerning such things as interpreting considerable data, planning the work, refining existing criteria, or extending or modifying conventional methods and techniques.

Factor 5-4 Scope and Effect 225 Points

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or

procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes.

The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

Factor 6-3 Personal Contacts 60 Points

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.


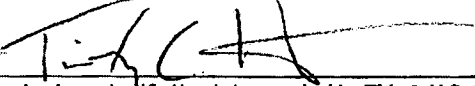
Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks

or discomforts in storage areas or hazardous waste sites.



4031912

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Chicago, Cook, Illinois		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position OPM PCS FOR PROFESSIONAL WORK IN THE ENGINEERING GAP, 0300 NOV 2008					
		b. Title	c. Pay Plan	d. Series	e. Grade
Official Allocation	Environmental Engineer		GS	819	12
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE JENNIFER WILSON		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. REGION 5			g.		
c. WATER DIVISION			h. Employing Office Location CHICAGO, ILLINOIS		
d. GROUND WATER AND DRINKING WATER BRANCH			i. Organization Code UFD00000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor THOMAS POY, BRANCH CHIEF GROUND WATER AND DRINKING WATER BRANCH			d. Typed Name and Title of Second-Level Supervisor TINKA G. HYDE, DIRECTOR WATER DIVISION		
b. Signature 		c. Date 12/16/15	e. Signature 		f. Date 12/16/15
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 94	
g. Bargaining Unit Code 1050		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature Previously classified by Angie Williams	
				j. Date 08.03.15	
11. REMARKS 15-2295825					

ENVIRONMENTAL ENGINEER

GS-0819-12

I. INTRODUCTION:

This position is located in the Ground Water and Drinking Water Branch (GWDW), Water Division (WD), Region 5, Chicago, Illinois. The Ground Water and Drinking Water Branch assures safe public drinking water for all the people of Region 5; supports State, Federal and Tribal ground water protection efforts; and guides the development and implementation of source water assessment and protection programs. The Branch directs the Environmental Protection Agency (EPA) Region 5's ground water and water supply programs within the broad guidelines and policy established by EPA Headquarters, the Regional Administrator, the Region 5 Water Division Director and the Region 5 Ground Water and Drinking Water Branch Chief.

The incumbent serves as an Environmental Engineer for the ground water and drinking water programs. The position utilizes scientific, technical and programmatic skills in the overall implementation of the ground water and drinking water programs. The incumbent displays a working knowledge of program policies, with particular emphasis on integration of Regional and State ground water and drinking water programs. This function performed by the incumbent includes providing technical assistance and advice to headquarters, Division staff, States, local government officials and Indian Tribes.

II. MAJOR DUTIES AND RESPONSIBILITIES:

Performs work related to preventing drinking water contamination problems through implementation of source water protection, enhanced water system management, risk prioritization, and partnerships with states, localities, tribes, water systems, environmental and public health groups, scientific community, and the public. Performs work related to Safe Drinking Water Act (SDWA) programs to ensure the coordinated and comprehensive protection of groundwater resources. The incumbent performs the following functions, but not limited to, as follows:

Scientific and Technical Analysis to States and Branch

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Uses established EPA protocol, reviews, analyzes, and recommends modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs. Develops and analyzes data and prepares reports regarding implementation by state, local and/or tribal environmental engineering/protection programs.

Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental engineering management issues. Performs quality control functions by reviewing and evaluating technical analyses, studies, sampling, or other forms of data produced by others, within or outside EPA, for technical adequacy and acceptability. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc., related to a specific program, function, or activity. Provides technical assistance, models, or interpretations of data on matters related to a specific engineering method/approach/function/process. Develops plans, reviews data, conduct tests, researches environmental data, develops models, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues.

Develops regional policy, as required, to address environmental problems/issues/processes. Develops and implements plans, and agency-specific policies to carry out technical solutions to significant environmental problems. Provides assistance to senior management in the negotiation of such plans and the resolution of sensitive policy, legal, and technical issues. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on a specific program, function, or activity.

Regulatory Implementation

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. Provides technical support for completion of the regional regulatory implementation process in a program area, including conduct of public hearings and response to comments from those hearings and other public reviews. Prepares needed documentation including draft Federal Register notices.

Prepares Region 5's assessments of the economic and technologic feasibility of specific treatment schemes in order to define how national drinking water maximum contaminant level, treatment technique, variance and exemption regulations shall be applied at specific locations.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties. Performs work related to the initiation, administration, and/or close-out of contracts grants, cooperative agreements, and/or interagency agreements (IAGs).

Branch Processes and Communication

Provides assistance, guidance and briefings that are effective in sharing information and improving implementation of the program. Keeps files current, complete, and well-organized in accordance with national and regional policy, branch SOPs and records retention requirements. Responds to Controlled Correspondence and Freedom of Information Act requests (FOIAs)

within the established time frames, or in less time if so required. Other programmatic and administrative tasks are completed according to established procedures and standards. Performs quality assurance and quality management activities in coordination with Branch QA contact. Provides timely review and feedback to the grantee or the States or Tribes.

Gives briefings for Branch Management, the Division Director and higher management levels focusing on well-defined key messages, clearly and concisely, staying within the allotted time frames and providing appropriate information for management decisions or follow-up actions, with briefing materials distributed two days in advance of the briefing or earlier if so required.

Performs other duties as assigned.

III. EVALUATION FACTORS:

Factor 1 - Knowledge Required by the Position – FL 1-7, 1250 pts.

Knowledge of a wide range of general environmental engineering principles, and methods applicable to varied and complex problems, projects, or studies that may include diverse environmental engineering or other environmental conditions; and varying environmental engineering processes.

Skill to modify standard practices, adapt precedents, analyze and make significant departures from existing approaches and techniques.

Knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Knowledge of the Safe Drinking Water Act programs and activities and knowledge of EPA programs and policies and Water Division procedures, processes and practices.

Knowledge of contract or grant management processes as well as work related to the initiation, administration, and/or close-out of contracts grants, cooperative agreements, and/or interagency agreements (IAGs).

Ability to communicate effectively both orally and in writing.

Factor 2 - Supervisory Controls – FL 2-4, 450 pts.

The incumbent reports directly to the Chief, Ground Water and Drinking Water Branch. The supervisor establishes overall objectives and resources available. The supervisor and incumbent jointly develop projects, priorities and deadlines. The incumbent independently plans and carries

out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3 - Guidelines – FL 3-4, 450 pts.

Guidelines include technical, regulatory, and policy guidelines are often broad and nonspecific. The incumbent uses resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4 - Complexity – FL 4-4, 225 pts.

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering/scientific and management requirements. The work requires originating innovative scientific/engineering techniques, establishing criteria and standards applicable to wide range of scientific/engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5 - Scope and Effect – FL 5-4, 225 pts.

The purpose of the work is to investigate, analyze, review, plan and advise on various unusual, controversial, or technically difficult engineering/scientific problems or conditions. Work results are critical to the successful completion of diverse engineering/scientific projects or programs.

Factor 6 - Personal Contacts – FL 6-3, 60 pts.

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7 - Purpose of Contacts – FL 7-C, 120 pts.

The purpose of contacts is to influence or persuade others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8-1 - Physical Demands – FL 8-1, 5 pts.

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle when making non-recurring field visits.

Factor 9 - Work Environment - FL 9-1, 5 pts.

The work environment involves everyday risks or discomforts that require normal safety precautions. There will be exposure to conditions in or adjacent to municipal and industrial wastewater treatment facilities.

OTHER SIGNIFICANT FACTORS:

A current valid state driver's license is required. Travel by airplane and automobile is required. The employee must successfully complete 24 hours of classroom safety training and must hold Regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Dallas, Texas		2. POSITION NUMBER V17014B	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position (a) OPM JFS for Professional Natural Resources Mgmt & Biological Sciences, 400s, GS-401 Series, 9/05; (b) OPM JFS for Professional Engineering, 800s, GS-819 Series, 11/08; (c) OPM JFS for Professional Physical Science Work, 1300s, GS-1301 Series, 12/97					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer/Physical Scientist/Life Scientist	GS	0401/ 0819/1301	11	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Meaghan Bresnahan			
7. ORGANIZATION (Give complete organizational breakdown)		e. Drinking Water Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f. 6WQ-SD			
b. Region 6		g.			
c. Water Division		h. Employing Office Location			
d. Safe Drinking Water Branch		i. Organization Code 90674307 / VDCB0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kim Ngo, Chief, Drinking Water Section 6WQ-SD			d. Typed Name and Title of Second-Level Supervisor James R Brown, Branch Chief, Safe Drinking Water Branch		
b. Signature 		c. Date 6/19/17		e. Signature 	
				f. Date 6/19/2017	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>GS-12</u>					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 042	
g. Bargaining Unit Code 1050		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<u>0</u> % of time) <input type="checkbox"/> This position is subject to random drug testing (<u> </u>)		i. Classifier's Signature 	
				j. Date 7/20/17	
11. REMARKS Position is designated moderate risk, non-sensitive					

**EPA, Region 6
Water Division
Safe Drinking Water Branch
Drinking Water Section**

**Interdisciplinary:
Life Scientist/ Environmental Engineer/Physical Scientist
GS-0401/0819/1301-11**

INTRODUCTION:

The Drinking Water Section implements the requirements of the Safe Drinking Water Act (SDWA), and administers the Public Water Supply Supervision Program in EPA Region 6 states and tribes. The incumbent of this position is responsible for oversight of Region 6 State Public Drinking Water Supply Programs. Major duties include oversight of the State's administration of the SDWA, assistance with the direct implementation of SDWA on tribal lands, assistance with the technical monitoring of grant expenditures, assistance in the provision of technical assistance to drinking water treatment system operators, and responding to citizen inquiries regarding drinking water quality.

MAJOR DUTIES:

The incumbent applies knowledge of environmental engineering, physical science and/or life science to support environmental protection work on SDWA oversight and implementation. Reviews and analyses of technical and/or administrative issues in order to implement SDWA and the Public Water Supply Supervision Program.

Responds to routine requests from State, local, and tribal governments for information on SDWA requirements, EPA regulations, and policies.

Provides technical advice and guidance on water programs and plans that involve combinations of complex features; makes recommendations that may require modification of standard practices, equipment, and techniques on water projects to meet SDWA requirements.

Participates as a contributor on teams providing technical oversight of the most complex water projects.

Conducts periodic evaluations of public water systems through on-site visits and reviews of performance data; conducts water system sanitary surveys using standard practices, and performs tests to identify potential or existing problems; makes recommendations for corrective strategies to supervisor for review; compiles portions of required national PWSS reports.

Assists with the analysis of scientific and technical environmental issues and/or performs work to assist with the review and implementation of environmental standards and regulations.

The employee prepares presentations that are well-research and logically organized related to work assignments.

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same.

Factor 1, Knowledge Required by the Position**Level 1-7, 1250 points**

Professional knowledge of and skill in applying a wide range of engineering, physical and/or biological science theories, principles and methods to: conduct oversight of the State's administration of the SDWA; direct implementation of SDWA on tribal lands; perform technical monitoring of grant expenditures; provide technical assistance to drinking water treatment system operators; and respond to citizen inquiries regarding drinking water quality.

Knowledge of the Region's drinking water programs and requirements sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to perform assignments, and to ensure compliance with federal requirements.

Skill in using data gathering and analysis techniques to collect and review technical information on environmental activities and to identify and solve problems.

Ability to work effectively as a team member, coordinating effectively with peers and superiors and collaborating on projects.

Ability to communicate effectively, both orally and in writing to prepare technical reports and letters and to make presentations to various types of audiences.

Factor 2, Supervisory Controls**Level 2-4, 450 points**

The supervisor establishes overall objectives and resources available. The supervisor and engineer/scientist jointly develop projects, priorities and deadlines. The engineer/scientist assists with plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3, Guidelines**Level 3-3, 275 points**

The employee uses a wide variety of reference materials and manuals; however, they are not always directly applicable to the work or have gaps in specificity. Available precedents outline existing approaches to more general problems or issues.

Factor 4, Complexity**Level 4-4, 225 points**

The work consists of a variety of projects and studies of issues concerned primarily with the implementation of SDWA regulations and program areas. The work typically involves conventional methods and techniques, though going beyond clear precedents, and requires adapting methods to the problems at hand and interpreting findings in terms of their scientific significance. These include conducting assessments of site facilities; reviewing and evaluating state SDWA programs; providing assistance to other federal agencies, state, local, and tribal governments, regulated industry, and interest groups and the general public on the regulatory requirements. Assignments consist of conventional projects where existing guidelines, approaches, and techniques are adequate or adaptable. The work will involve assistance using biological, scientific, and/or engineering techniques, criteria, and standards related to SDWA issues, or developing new concepts or approaches that advance SDWA implementation.

Factor 5, Scope and Effect**Level 5-3, 150 points**

The purpose of the position is to perform routine assignments that assist with the investigation, analysis, and review of biological, scientific, and/or engineering problems or conditions in public water systems or water projects. Work results support the safety, economy and efficiency of regulated facilities, and the health of the population and environment. With assistance, the employee provides support to state, local or tribal agency officials, industries and EPA management.

Factor 6, Personal Contacts**Level 6-3, 60 Points**

Personal contacts include professional and administrative personnel throughout the agency, at other federal agencies, in state, local, and tribal governments.

Factor 7, Purpose of Contacts**Level 7-3, 120 Points**

The purpose of contact is to coordinate with others who may be skeptical or uncooperative or whose interests differ with those of the program represented. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.



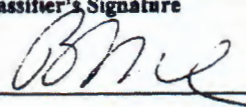
Factor 8, Physical Demands**Level 8-1, 5 points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9, Work Environment**Level 9-1, 5 points**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. Occasional field visits are required in which there may be occasional exposure to moderate risks.

Total: 2540/GS-11 (range = 2355-2750)

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Dallas, Texas		2. POSITION NUMBER V17014C	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position (a) OPM JFS for Professional Natural Resources Mgmt & Biological Sciences, 0400s, GS-401 Series, 9/05; (b) OPM JFS for Professional Engineering Work, 800s, GS-819 Series, 11/08; (c) OPM JFS for Professional Physical Science Work, 1300s, GS-1301 Series, 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer/Physical Scientist/Life Scientist	GS	0401/ 0819/1301	12	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Alison Fontenot			
7. ORGANIZATION (Give complete organizational breakdown)		c. Drinking Water Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f. 6WQ-SD			
b. Region 6		g.			
c. Water Division		h. Employing Office Location			
d. Safe Drinking Water Branch		i. Organization Code 90674307 / VDCB0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kim Ngo, Chief, Drinking Water Section 6WQ-SD		d. Typed Name and Title of Second-Level Supervisor James R Brown, Branch Chief, Safe Drinking Water Branch			
b. Signature 	c. Date 6/19/17	e. Signature 	f. Date 6/19/2017		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 042	
g. Bargaining Unit Code 1050		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 7/20/17	
11. REMARKS					
Position is designated moderate risk, non-sensitive					

**EPA, Region 6
Water Division
Safe Drinking Water Branch
Drinking Water Section**

Interdisciplinary: ¹⁵⁰⁰
Life Scientist/ Environmental Engineer/ ^{Environmental} Physical Scientist
GS-0401/0819/1301-12

INTRODUCTION:

The Drinking Water Section implements the requirements of the Safe Drinking Water Act (SDWA), and administers the Public Water Supply Supervision Program in EPA Region 6 states and tribes. The incumbent of this position is responsible for oversight of Region 6 State Public Drinking Water Supply Programs. Major duties include oversight of the State's administration of the SDWA, the coordination and assistance in the direct implementation of SDWA on tribal lands, the review of technical monitoring of grant expenditures, provision of technical assistance to drinking water treatment system operators, and responding to citizen inquiries regarding drinking water quality.

MAJOR DUTIES:

The incumbent applies knowledge of environmental engineering, physical science and/or life science to support environmental protection work on SDWA oversight and implementation. Reviews and analyzes technical and/or administrative issues in order to implement SDWA and the Public Water Supply Supervision Program.

Program/Project Management 50%

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs. Serves as a technical specialist involved in complex environmental programs that include varied and unique factors or problems. Reviews, analyzes, and develops recommendations on modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards. Develops and analyzes data, and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs. Collaborates with senior staff in preparation of comments on complex environmental impact statements. Analyzes scientific and technical drinking water issues, and reviews and implements of environmental standards and regulations.

Regulation Review/Implementation 50%

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations, relative to SDWA. Reviews program guidance/regulations in support of a particular regulatory process, and provides comments to headquarters. Prepares needed documentation including draft Federal Register notices. Tracks data through EPA's review system. Identifies areas of work, priorities, and schedules.

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position**Level 1-7, 1250 points**

Professional knowledge of and skill in applying a wide range of engineering, physical and/or biological science theories, principles and methods to: conduct oversight of the State's administration of the SDWA; direct implementation of SDWA on tribal lands; perform technical monitoring of grant expenditures; provide technical assistance to drinking water treatment system operators; and respond to citizen inquiries regarding drinking water quality.

Knowledge of the Region's drinking water programs and requirements sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to perform assignments, and to ensure compliance with federal requirements.

Skill in using data gathering and analysis techniques to collect and review technical information on environmental activities and to identify and solve problems.

Ability to work effectively as a team member, coordinating effectively with peers and superiors and collaborating on projects.

Ability to communicate effectively, both orally and in writing to prepare technical reports and letters and to make presentations to various types of audiences.

Factor 2, Supervisory Controls**Level 2-4, 450 points**

The supervisor establishes overall objectives and resources available. The supervisor and engineer/scientist jointly develop projects, priorities and deadlines. The engineer/scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3, Guidelines**Level 3-4, 450 points**

Guidelines include technical, regulatory, and policy guidelines which are often broad and nonspecific. The engineer/scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4, Complexity**Level 4-5, 325 points**

The work consists of a variety of projects and studies of both unrelated and interrelated issues concerned primarily with the implementation of SDWA regulations and program areas. These include planning and executing assessments of site facilities; reviewing and evaluating state enforcement programs; providing advice and assistance to other federal agencies, state, local, and tribal governments, regulated industry, and interest groups and the general public on the regulatory requirements. Work includes evaluating unusual circumstances; incomplete or conflicting data; reconciling environmental goals with conflicting requirements. The work will involve applying innovative biological, scientific, and/or engineering techniques, criteria, and standards related to SDWA issues, or developing new approaches that advance SDWA implementation.

Factor 5, Scope and Effect**Level 5-4, 225 points**

The purpose of the position is to investigate, analyze, review, plan and advise on problems and situations with a wide variety of unusual conditions and circumstances. Work results affect the program's effectiveness and ability to address the safety, economy and efficiency of regulated facilities, and the health of the population and environment. The employee provides advice to state, local or tribal agency officials, industries and EPA management.

Factor 6, Personal Contacts

Level 6-3, 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state, local, and tribal governments, private industry, academia, environmental advocacy groups, public citizens, and in some cases the media and elected officials.

Factor 7, Purpose of Contacts

Level 7-3, 120 Points

The purpose of contact is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ with those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8, Physical Demands

Level 8-1, 5 points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9, Work Environment

Level 9-1, 5 points

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. Occasional field visits are required in which there may be occasional exposure to moderate risks.

Total: 2890/GS-12 (range = 2755-3150)